NANAIMO SELLER WORKSHEET

Home Showing Checklist and Feedback Log

Agree on access, reset the home quickly, and keep useful notes after each visit.

Plan access before the first showing.
Agree with your agent on who confirms entry, who will be there and how changes are handled.
If tenanted, verify applicable entry, notice and privacy rules before scheduling.

Property address

Plan reviewed on

01 Set up your showing routine

Showing windows and changes
Write down preferred times, who confirms requests and what to do if plans change.

Occupants, pets and sensitive areas
Plan who will be present, where pets will go, and any access or privacy limits to confirm.

Open-house plan
Confirm the host, opening and closing time, entry and exit routine, and how to contact the host.

02 Quick reset before each viewing

- [ ] Confirm this viewing or open house with your agent or host.
- [ ] Put away medication, valuables, keys and personal or financial documents.
- [ ] Move pets and supplies as agreed; confirm gates and permitted rooms.
- [ ] Clear walkways and surfaces, address odours and turn on agreed lighting.
- [ ] Confirm the arrival and exit plan; avoid sharing codes or lockbox details.

Afterward, confirm the home was secured.
Ask who will check doors, windows and gates and return keys or reset access as agreed.
Keep this worksheet private. Do not enter access codes or visitor contact details.

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Log one visit at a time. Use another copy of this page when needed.

03 Record feedback and next steps

Date / time

Viewing type (private or open house)

What did visitors or their agent actually say?

Record the comment and role (e.g., buyer agent), but not the visitor's name.

What worked or got in the way?

Note access, timing, presentation or information issues without guessing at motivation.

Is this a pattern or a one-off?

Compare with other viewings and current competition before drawing conclusions.

Follow-up: what should change, if anything?

Person responsible

Review date

Discuss recurring feedback with your listing agent.

One comment is an observation, not a market conclusion. Look for consistent issues first.
If the property is tenanted, confirm the specific unit, access process and applicable requirements before a showing or open house. This worksheet is not a notice of entry or legal advice.

BCFSA: Tenancies (Residential) Information

B.C. Residential Tenancy Act: section 29 (landlord entry)

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