**Rationale**

We are fortunate to live in a province which is seeing significant improvements to the COVID-19 pandemic and moving into new phases of recovery. There is much work to do for offices and salespeople to be compliant with the new requirements set by the province. NBREA struck an Advisory Group to help create an Operational Plan Guideline for both the Agent (Firm) and the REALTOR®.

Part of the discussion was to update the COVID-19 Property Showing Acknowledgement form.

The original form, as you know, was created during a time that the province was in the Red phase and our industry was operating on essential transactions with a recommendation for no face-to-face interactions. The form was designed to help everyone be aware of the symptoms and screening questions prior to conducting an essential in-person showing.

**Changes**

With the recent changes, real estate activity can resume with proper procedures and safety protocols in place, as laid out by the provincial government. Two new forms were developed to replace the previous form with updates to symptoms, screening questions and protocols for showings.

The two forms, one for the Buyer and one for the Seller, were created with input from the Standardized Forms Committee and the Advisory Group. NBREA has developed the two new forms specifically for the current phase and to provide a little more simplicity in use. This change alleviates the need to get a form signed by all parties for every requested showing.

Here are the three significant changes to the two forms:

1. Update of the screening symptoms for COVID-19 based on most recent Province of New Brunswick criteria.
2. Update of the screening questions based on most recent Province of New Brunswick criteria.
3. Update on showing protocols based on moving from Red phase to current phase.

Like many of our standardized forms, the two new forms are not compulsory, however we encourage their use in your real estate transactions as a fundamental part of your required COVID-19 Operational Plan and screening process or an opportunity to update forms that are currently in place. We are also pleased to advise the forms are now on Webforms®.

**Instructions for each form are outlined below:**

**COVID 19 Buyer Property Showing Acknowledgement form**

* This form is filled in by the Buyer and dated for a specific date of showings.
* This allows the Buyer to have one form for visiting multiple properties on that date.
* The difference is there is one form for the day’s showings vs. one form for every showing.
* The form should be signed no earlier than 24 hours before the scheduled showing(s).
* A new form should be signed for each specific date of scheduled showings.
* It is not required to provide a copy of the form to the other party; however, the Buyer’s REALTOR® should have the information available and be able to acknowledge that the form has been presented and signed.
* The form should be with the REALTOR® during the showing(s) as a mechanism to prove active screening protocols to the seller, the Listing Agent salesperson or a peace officer should they inquire.
* The REALTOR® should also keep the form on file indicating the list of properties visited on that date.
* This process protects the Buyer’s personal information, addressing any privacy concerns and complies with tracking requirements should such information be needed.

**COVID 19 Seller Property Showing Acknowledgement form**

* This form is filled in by the Seller for their specific property.
* It can be added to the MLS® listing on the local board’s Matrix MLS® system as an additional document that can be easily referenced.
* If the listing is exclusive, it can also be present at the property, on file at the Listing Agent’s office and sent to any Buyer Agent looking to make an appointment.
* It reduces the need for the Seller to fill out multiple forms for all showing appointments.
* The Listing Agent must ensure that information is kept up to date and if the Seller or if any the home’s occupants (including tenants) have any changes regarding symptoms or other screening questions, they must be communicated immediately to the Listing Agent and all scheduled showings must be cancelled.