

## KSSB COVID 19 – Guidance Notes.

### Before the viewing

**In line with government guidance, anyone experiencing coronavirus symptoms should be staying at home, to help prevent further spread of the disease.**

In advance of a viewing we must confirm which two people from the same household (2 max no children) will be attending the viewing. Only these people may attend the viewing and they may be asked to confirm their Identity with an ID Check. This is for contact tracing purposes only

To give confidence to all parties present at the viewing that this guidance is being followed, and to help the Kal Sangra Shonki Brothers staff manage the viewing in the most efficient way possible, you will be asked to complete three questions before your viewing.

- 1. Has anyone in your household had COVID-19?**
- 2. Has anyone in your household displayed COVID-19 symptoms or not yet completed a required period of household self-isolation?**
- 3. Are you in the high-risk category?**

If the answer is **YES** to any of these questions, then we will not show you round the property at this time.

We will ask the same questions of the vendor or tenant who may be in occupation to ensure your safety, again any occupant who answers **YES**, we will not show you round at this time.

You will then be asked to confirm your buying position and confirm your full name address and contact details along with ID to verify.

### At the viewing

We will ask that all parties respect the recommendation to sanitise hands at the beginning of a viewing.

To give confidence to all parties present at the viewing that this guidance is being followed, and to help the Kal Sangra Shonki Brothers staff manage the viewing in the most efficient way possible the following steps must be followed.

- 1. The viewing must be carried out punctually, and the viewing must last no more than 10 minutes to allow time for the house to be prepared and to ensure we are on time for our next appointment.**
- 2. Only 2 people from the same household may attend the viewing (no children) ID may be asked to verify this.**
- 3. Viewer must provide and wear their own face mask, gloves and hand sanitiser.**
- 4. Viewers must not touch anything within the property.**

Where the premises are currently occupied, the current occupants will be asked to vacate the premises for the duration of the viewing wherever possible.

The government has recommended that viewers create your own '**viewing kit**' to get the most out of your viewings:

- **Anti-bacterial hand sanitiser.** This will ensure you can clean your hands both before and after the viewing.
- **A face mask** – Must be worn, respecting the safety of the agent and current owner. Especially useful if you're currently suffering from hay fever, and therefore prone to sneezing, or travelling by public transport.
- **Disposable gloves** – must be worn as you may touch something accidentally (especially if you've had to travel by public transport).
- **Bring something to write with** – be it a pen, pencil or your phone, you'll want to jot down the answers to your questions and make notes.
- **Your phone** – not only so you can contact the agent if you need to, but also so you can take photos or make notes.
- **A bottle of water** – always advisable in warmer months. You won't be able to accept, or ask for, one on a viewing so useful to have in your bag.

### **After the Viewing**

Initial conversations about the property may take place outside (weather permitting) before the viewing commences, however we recommend that you ask any questions at the end of the viewing when all parties can once again convene outside where social distancing is easier to adhere to, or we can follow up with any questions you have via telephone or video call afterwards.

Recording attendance, we are required to keep a record of the individuals present at a viewing, the time and date in which it took place. This is so that, should we ever need to trace individuals who may have come into contact with a confirmed case of Covid-19, we can do so accurately.

For further information about the roles and responsibilities of those involved, please refer to the latest UK Government guidance on 'Home moving during the coronavirus (COVID-19) outbreak' by clicking the link below. Whilst this information is principally set out for residential property, we are adopting the same procedures for commercial premises where relevant.

[gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak](https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak)

Declaration:

Property Address		
Date & Time		

Full Name	Address	ID Check
1		
2		
	Yes	No
<b>Has anyone in your household had COVID-19?</b>		
<b>Has anyone in your household displayed COVID-19 symptoms or not yet completed a required period of household self-isolation?</b>		
<b>Are you in the high-risk category?</b>		
<b>Enclosed</b>	Yes	No
<b>Proof of Employment - 3 Months' Wage Slips</b>		
<b>Expected Move in Date</b>		
<b>2 References Available?</b>		

I declare that the statement above is true

<<Signature1>>

<<Date1>>

eSigned and Dated