

AGENT CHECKLIST FOR WEATHER ALERTS

- _____ Call buyers and sellers for emergency contact numbers.
- _____ Pick up yard signs/brochure boxes on vacant listings.
- _____ Ask sellers to put yard signs/brochure boxes inside of the home or garage.
- _____ Give customers a telephone number to call after the storm.
- _____ Provide DOFI with your contact number for after storm contact.
- _____ Put all important files in watertight containers and tape with duct tape. If possible containers should be removed from the MC.
- _____ Remove personal computers, printers, etc. These items are typically not covered by market center insurance policies.
- _____ Check homeowners policy for riders.
- _____ Ensure purchasers are aware that flood insurance is recommended in maximum amounts and that it takes effect immediately at closing. If it is a cash sale there is a 30 day wait.
- _____ Advise purchasers that closings are usually postponed when a named storm enters the Gulf of Mexico (if applicable).
- _____ Recommend to agents to secure important papers and take them if/when they evacuate.
- _____ Recommend that duplicate papers be held by a family member in another part of the country.
- _____ Get extra cash.
- _____ Contact any ALC member, TL or MCA if heavy property damage or injuries are sustained.
- _____ Move all contents from home refrigerators and freezers. Unplug unplug and prop doors open.
- _____ IMMEDIATELY FOLLOWING THREAT CONTACT YOUR TL BY EMAIL, TEXT OR PHONE AS SOON AS POSSIBLE.
- _____ CHECK YOUR EMAIL DAILY - LOCAL BUSINESSES WILL GLADLY ASSIST YOU IN THIS REGARD.