



## Covid-19 Guidelines for Residential In Person Property Showings

### Mandatory

- All showings will be by appointment only
- All persons entering the property, must complete and submit an on-line **Self-Declaration Form for In-person Showing** questionnaire **PRIOR** to the scheduled appointment
  - *The Self Declaration form can be found at [http://www.cityofutica.com/Assets/Departments/Urban-Renewal-Agency/PDF-Documents/Self-Declaration%20Form%20%20For%20In-Person%20Showing%20\(Fillable\).pdf](http://www.cityofutica.com/Assets/Departments/Urban-Renewal-Agency/PDF-Documents/Self-Declaration%20Form%20%20For%20In-Person%20Showing%20(Fillable).pdf)*
  - *Download the form to fill it out, save it to your device and send it to [gallen@cityofutica.com](mailto:gallen@cityofutica.com)*
  - *If the form is not on file the appointment will be canceled.*
- Appointments will be set every 45 Minutes
  - *If you are more than 5 minutes late the appointment will be canceled and you will need to call the office to reschedule for another time*
- Only one buyer/Family will be allowed on/in the property at a time
- Prospective buyers must wait in their car until their scheduled appointment time
- All individuals visiting the property will be required to wear a face covering at all times.
- All buyers must have their temperature checked prior to entering the property.
  - *If the temperature is above the acceptable level they will not be allowed on the property*

### General Recommendations

- It is suggested potential buyers do a virtual tour of the property prior to setting an appointment
  - *Photo albums of all properties will be posted on the Urban Renewal Facebook page*
  - <https://www.facebook.com/urban.renewal.3/>
- Bring a good flashlight – there is no power in the buildings and some are boarded
- Wear shoes that completely cover your feet
- Have someone who understands the true cost of renovations tour the building with you
- If not proficient in the English language it is suggested to bring someone to translate
- It is suggested children NOT go through the building