

7 SIMPLE STEPS

for safeguarding your office

By now, you are aware of potential dangers that face Realtors® when meeting clients, showing properties, hosting open houses, and in their cars. There is one more place to consider: the office where you work.

Help safeguard your business's (and your personal) property with these easy procedures and precautions.

SAFE & SECURE

Ensure that doors other than the main entrance are secured, and windows are not blocked so that passersby can see in.

Make sure there is a clear exit route from the service desk to the door.

HELLO, MY NAME IS

Never allow visitors to wander freely about the business. Have the person whom they want to see escort them through the office.

Be sure to use a visitor log book and visitor name tags.

NEVER ALONE

If you encounter an individual while working late or alone, indicate to that person that you are not alone. Say something like, "My supervisor will be right with you and should be able to assist you."

MIND YOUR BUSINESS

Keep personal information private. Avoid discussing where you live, after-work or vacation plans in front of customers, new coworkers or anyone in general with whom you are not comfortable.

THAT'S MINE!

Never leave valuables, purses or wallets tucked behind counters or on desks.

Lock away personal letterhead and business cards to avoid use by unauthorized people.

LOCK IT UP

Lock up audio/visual equipment when not in use, and mark equipment for easy identification in the event of theft or damage.

Secure spare and master keys in locked cabinets.

HAVE YOUR CLIENT'S BACK

Protect client information. Most offices keep sensitive personal information on their computers and/or in paper files—names, Social Security numbers, credit card or other account data—that identifies customers or employees. If this sensitive data falls into the wrong hands, it can lead to fraud or identity theft.