



Safety Certified Office Program

GCAR challenges each office to keep safety in the forefront of real estate business at all times. We encourage every real estate office to become a Safety Certified Office and every real estate agent to become a Safety Ambassador.

To become a Safety Certified Office each office must complete the following:

1. Encourage entire office to complete NAR's Safety Matters course, provided by GCAR.
2. Encourage entire office to take the GCAR Safety Pledge.
3. Appoint a Safety Leader for your office; this person must have completed NAR's Safety Matters course and the GCAR Safety Pledge.
4. Discuss a safety/safety awareness topic at every sale meetings. Review office Safety Action Plan annually.
5. Provide GCAR with description of implement office Buddy System.
6. Participate in Safety Certified Office meeting locations throughout your market area. Prominently display the Safety Certified Office participation logo in office.
7. Provide GCAR with a completed Application Form and Office Safety Action Plan.
8. Submit annually a list of dates and actions taken to promote REALTOR® Safety. Due January 31st of each year.



Best Practices:

1. We strongly encourage all agents have taken NAR's Safety Matters course, provided by GCAR. For your office to meet this requirement we ask you share course dates for the NAR Safety Matters course with your agents and support staff on a periodic basis and encourage your staff to complete this course.
2. We strongly encourage all agents have taken the GCAR Safety Pledge, located in this document as Page 5. For your office to meet this requirement we ask you share this with your agents and support staff on a periodic basis and encourage your staff to take the GCAR Safety Pledge.
3. We require one Safety Leader per office to serve as GCAR's contact. We do not expect this person's time to be negatively impacted; we are just looking for a designated person to receive updated safety information. This person must have completed NAR's Safety Matters Course and the GCAR Safety Pledge.
4. The intent of this requirement is to have some type of safety awareness tip or discussion every time you have a meeting. This can be a two sentence tip of the week or a video from NAR's website. This is not meant to be a long discussion of safety, albeit we encourage safety discussions to help protect our REALTOR® members. Statistics tell us ongoing but short discussions of safety awareness keep overall safety in the forefront of people thoughts. NAR's website provides many videos, topics and tips. This is a great resource to use on an ongoing basis.
5. Office to develop and implement a Buddy System with agents. Send brief description with application on Page 6.
6. A Safety Certified Office is a safe location where agents can go to meet first time clients and obtain new client intake sheets, send driver's license and other information about first time clients back to their "Safety Buddy" or real estate office.
7. Application Form and Office Safety Action Plan are attached as pages 3 and 4.
8. Office to track dates of actions taken to promote safety within the office and provide this list to GCAR no later than January 31 of each year.



Greater Chattanooga Association of REALTORS® Safety Certified Office Program Application Form

Company Name: _____ Phone: _____

Owner/Broker: _____ Phone: _____

Safety Leader: _____ Phone: _____

Email: _____

Company Address: _____

City: _____ State: _____ Zip: _____

1. Encourage entire office to complete NAR's Safety Matters course, provided by GCAR.
2. Encourage entire office to take the GCAR's Safety Pledge.
3. Appoint a Safety Leader for your office; this person must have completed NAR's Safety Matters course and the GCAR's Safety Pledge.
4. Discuss a safety/safety awareness topic at every sale meetings. Review office Safety Action Plan annually.
5. Provide GCAR with description of implement office Buddy System.
6. Participate in Safety Certified Office meeting locations throughout your market area. Prominently display the Safety Certified Office participation logo in office.
7. Provide GCAR with a completed Application Form and Office Safety Action Plan.
8. Submit annually a list of dates and actions taken to promote REALTOR® Safety. Due January 31st of each year.

Submit Certification Application to GCAR REALTOR® Safety Committee

Sign: _____ Date: _____

Printed Name: _____



Office Safety Action Plan

Customize your own version of the Office Safety Action Plan with this worksheet.

Item/Policy	Suggestions
First-time meeting with clients	All agents must arrange to meet prospects and clients whom they have never met in the office rather than at properties, out of doors, or at home.
Client IDs	All first-time clients must provide a driver's license, state ID or other official photo ID. The office will make and retain a copy of this ID for security purposes.
Distress code system	All employees, including office personnel, will be educated on a single "distress code" to be used by agents calling in if they feel threatened.
Buddy system	Agents who are uncomfortable meeting with clients alone or hosting open houses alone can request a "buddy" agent or employee to go with them.



Greater Chattanooga Association of REALTORS® Safety Pledge

I pledge to always remember that safety will be my top priority each day and that I am responsible for my own, in part for my client's, and the general public safety. I will not compromise this for time, money, or any other reasons as my health and safety is priceless.

Sign: _____



Office Buddy System

Description: _____



Agent Identification Form

This form is designed for our agents' safety and security. In case you have an accident or encounter other problems, this information will make it much easier for us to contact your family and/or law enforcement officials. All information will be kept confidential.

UPDATED: _____

NAME: _____

HOME ADDRESS: _____

CONTACT NUMBERS: (Include area codes)

MOBILE: _____

HOME: _____

OTHER: _____

HOME OFFICE: _____

EMERGENCY CONTACTS: (Provide at least one)

NAME

RELATIONSHIP

PHONE(S)

AUTO: (List your most frequently used auto first)

MAKE & MODEL: _____

COLOR: _____

OWNER: _____

LICENSE NUMBER: _____

STATE: _____

2nd AUTO:

MAKE & MODEL: _____

COLOR: _____

OWNER: _____

LICENSE NUMBER: _____

STATE: _____

PRIMARY PHYSICIAN: _____

PHONE: _____

SPECIAL MEDICAL CONDITIONS/MEDICATION: _____

Note: Keep a record of your major credit card information in a safe, accessible place in case of an emergency, loss or theft of cards.



Agent Itinerary Form

This form is designed for your safety and security. Please leave the completed form with the receptionist, along with your showing itinerary information.

AGENT: _____ DATE: _____

CUSTOMER/CLIENT NAME(S): _____

- Personal Identification Form attached.
- Personal Identification Form already on file

with _____

ANTICIPATED TIME OF RETURN TO OFFICE: _____ AM PM

MY CONTACT PHONE WHILE SHOWING PROPERTY: _____

COMMENTS: _____



Prospect Identification Form

This form is designed for your safety and security, along with that of property owners and our agents. We appreciate your consideration and cooperation. All security information is confidential and will not be sold or used for solicitation purposes.

This information may be subject to verification. Form is to be kept in branch office.

AGENT'S NAME: _____ DATE: _____

YOUR NAME(S): _____

HOME ADDRESS: _____

HOME & BUSINESS NUMBERS: _____

IN FROM OUT OF TOWN: _____ LOCAL CONTACT PHONE: _____

LOCAL ADDRESS: _____

I (WE) CAN BE CONTACTED AT THIS LOCATION UNTIL: _____

EMPLOYER: _____ PHONE: _____

AUTO

MAKE & MODEL: _____ COLOR: _____

OWNER: _____

LICENSE NUMBER: _____ STATE: _____

Photocopy Driver's License(s) or other Photo ID(s) and attach to this form.