

## TCLB Property Visit Protocol Updated June, 7, 2021

To protect the community and TCLB staff, TCLB will initiate safety protocols when showing properties. TCLB safety protocols are outlined below and must be followed to view a property that TCLB owns.

1. Prior to scheduling a visit to a TCLB property, please **review the Property Assessment Report, TCLB application process and the application.** An important part of the application process is outlining your intended improvement plan for the property, which includes addressing the items in the Property Assessment Report. A timeline for these improvements and a plan on how these improvements will be financed are a required part of the application process. **A redevelopment plan is not required prior to site visits.** Reviewing these items will help maximize the effectiveness of your visit to the property. The Property Assessment Report for each property can be located at the bottom of the [information page](#) for the specific property.
2. **Please schedule a property visit online. Property visits will be scheduled in 15 minute intervals, so your visit may overlap with another person or group's visit.** If you would prefer to visit the property without another person or group present, please contact the office to schedule a 30 minute visit (412-462-7600).
3. Each individual interested in visiting the property must **fill out the highlighted portions of the Property Access Agreement,** then email the completed forms to [natalie@tricoglandbank.org](mailto:natalie@tricoglandbank.org). TCLB staff will print the Property Access Agreement for the property visit, where it will then need to be signed.
4. **If you feel sick, have a fever, and/or tested positive for COVID-19, please stay home.** Site visits can always be rescheduled for a later date.
5. **Please arrive at your scheduled time.** If you arrive more than 15 minutes late to your appointment, we may require that you reschedule your visit.
6. **For the duration of the property visit, a mask is required to be worn at all times.**
7. Prior to entering the property you must **sign and date the printed Property Access Agreement** that will be at the entrance of the property.
8. TCLB staff will be at the property at all times during the visit, but will not enter the property with you. Our properties do not have electricity and rooms may be dark. **Please bring a flashlight or light source with you.** Flashlights will NOT be provided by TCLB. It is also advised to **wear closed toed footwear for safety.**