OPEN HOUSE CHECKLIST

Tick things off before, during and after the open house. Add anything your brokerage requires, including its safety guidance.

Property address _____

Date and time _____ **Hosted by** _____

A week before

- [ ] Confirm the date and time with the seller
- [ ] Schedule cleaning and any staging
- [ ] Check that the open house shows on the MLS and your listing page
- [ ] Print flyers with a link or QR code
- [ ] Post on social media and email your contacts
- [ ] Tell nearby neighbors if you wish
- [ ] Plan signs and parking
- [ ] Read your brokerage's open house and safety guidance

The day before

- [ ] Walk through with the seller: put away valuables, medication and personal papers
- [ ] Print sign-in sheets and test the QR sign-in link on your phone
- [ ] Prepare a one-page feature sheet
- [ ] Check the weather and have a backup plan
- [ ] Charge your phone, and tell someone your schedule

At the open house

- [ ] Arrive early, turn on lights and open the blinds
- [ ] Put out signs
- [ ] Set up the sign-in at the door
- [ ] Greet every visitor and note what they say
- [ ] Know where the exits are, and follow your safety guidance
- [ ] Walk every room at the end before you leave

After

- [ ] Lock up and turn off lights
- [ ] Send a thank-you the same day or next morning
- [ ] Enter new contacts in your CRM
- [ ] Share feedback with the seller
- [ ] Schedule follow-ups for about day 3 and day 7

General guidance, not legal advice. Follow your brokerage's rules and local requirements for open houses, advertising and safety.