

Open house checklist

From the week before to the morning after, with the lines to say at the door.

Property

Date

Hours

The week before

- ☐ Confirm the property, date and time with the seller
- ☐ Review property information and showing instructions
- ☐ Ask about pets, valuables and rooms that are off limits
- ☐ Tell someone where you will be and when you will finish
- ☐ Print sign-in sheets and feedback forms, or test the Welcome card

During

- ☐ Greet each visitor and ask them to sign in
- ☐ Ask for Clean, Well cared for and Priced right ratings
- ☐ Write one note per visitor while it is fresh

Day of, before the door opens

- ☐ Check access, lights and every room
- ☐ Place permitted signs and check the entrance
- ☐ Set out the sign-in sheet, pens or Welcome card
- ☐ Keep property information and your contact details ready
- ☐ Charge your phone and know the exits

After

- ☐ Secure the property and follow the seller's instructions
- ☐ Send the seller a feedback summary
- ☐ Add paper contacts to your MVB CRM and set follow-ups
- ☐ Call or text the shortest timelines first

At the door

At the door	"Welcome. I'm the agent hosting today. Please sign in here before you look around."
One easy question	"Are you looking for yourself, or getting a feel for the neighborhood?"
While they look	"Take your time. I'll be in the kitchen if you have questions."
On the way out	"What did you think of the home's condition and price? It helps the seller."
Before they leave	"Can I send you the details on this one, and anything similar that comes up?"

Notes for the seller