

Open House Checklist

Items to take with you to your open house:

- The detailed MLS printout and tax assessor's record of the home you're holding open
- Open house signs
- Balloons and/or flags
- A stack of your business cards
- The home brochures you created for the open house
- Printouts of the listings you previewed with your comments
- Clean printouts of the Top 10 previewed listings (the best listings you found while previewing)
- Notepad & index cards
- Blank purchase contract
- Copies of the Property Disclosures
- Sign-in sheet and pen (if desired)
- Cookies (if desired) and napkins
- Book and/or laptop computer
- Music
- Toilet paper (if the home is vacant)
- Chair (if the home is vacant)
- Scented candles or fragrance (just in case)

When it's time to go, make sure you:

- Turn off lights & close curtains (as you found them)
- Clean up any trash left by visitors
- Close closet doors, shower doors, check toilets, etc.
- Make sure all exterior doors are secure
- Leave a nice note for the seller with some commentary on the open house, including the approximate number of visitors, any feedback, etc.
- Take down the Open Sunday rider
- Pick up all your open house signs
- If you held the house open for another agent, call him or her with feedback