

OPEN HOUSE CHECKLIST

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|--------------------------|---|
| <input type="checkbox"/> | In the NWMLS (or requested listing agent to put in NWMLS) |
| <input type="checkbox"/> | Share on social media (if not your listing, request an email giving permission to post) |
| <input type="checkbox"/> | If not your listing: read all supplements |
| <input type="checkbox"/> | Open House Signs |
| <input type="checkbox"/> | Buyers Guides |
| <input type="checkbox"/> | Seller Guides |
| <input type="checkbox"/> | Water |
| <input type="checkbox"/> | Snacks (if needed) |
| <input type="checkbox"/> | Sign In Sheet/QR Code |
| <input type="checkbox"/> | Pens |
| <input type="checkbox"/> | Research of area (what schools, stores, transit is nearby) |
| <input type="checkbox"/> | Research of other listings w/in 1 mile (specifically in the same price range) |
| <input type="checkbox"/> | Phone Charged |
| <input type="checkbox"/> | Computer or tablet |
| <input type="checkbox"/> | Something to work on (during quiet time) |
| <input type="checkbox"/> | Flyers with your information on it |
| <input type="checkbox"/> | Circle Prospect the listing |
| <input type="checkbox"/> | If vacant, spot for sitting? |
| | |
| | Arrive with enough time to: |
| <input type="checkbox"/> | Turn on all lights |
| <input type="checkbox"/> | Open windows as needed |
| <input type="checkbox"/> | Tidy up anything necessary |
| <input type="checkbox"/> | Set up sign in area and information guides |
| | |
| | Post Open: |
| <input type="checkbox"/> | Close all windows (and lock) |
| <input type="checkbox"/> | Turn off all lights |
| <input type="checkbox"/> | Take all items you brought |
| <input type="checkbox"/> | If not your listing, touch base with listing agent to give a report of activity (if you are attending multiple days, only give update at the end) |