



OPEN HOUSE CHECKLIST

Property Address: _____

Date & Time of Showing: _____

Take These Items:	Complete (✓)
MLS printout and tax assessor's record of property	
"Open House" signs, flags and/or balloons	
Business cards	
Home information brochures	
Printouts of listing information	
Sign-in sheet and pen	
Blank purchase contract	
Copies of property disclosures	
Snacks, beverages, plasticware and napkins	
Laptop computer and/or tablet	
Toilet paper, if needed	
Seating (e.g. chairs, stools), if needed	
Notepad and/or index cards	
Music, if desired	

Before Leaving:	Complete (✓)
Turn off lights, and close curtains and blinds.	
Remove trash left behind by visitors.	
Close all windows, closet doors and shower doors.	
Check toilets.	
Ensure that all visitors have left the premises.	
Secure all exterior doors.	
Remove "Open House" signs, flags and/or balloons.	
Gather collateral and staging materials, sign-in sheet, and laptop computer and/or tablet.	

After Open House:	Complete (✓)
Follow up with the seller to provide feedback on the open house.	
If you held the open house for another agent, follow up with feedback.	

Notes: _____
