



Open House Checklist

BEFORE THE OPEN HOUSE

- Deep clean the interior and exterior of the house
- Complete any repairs required
- De-clutter the home, be upfront with the homeowners as to what needs to be removed, and give suggestions
- Make first impression areas such as the approach to the front door, front porch, and entryway especially inviting
- Organize closets, cupboards, and drawers likely to be opened, such as clothing and linen closets, kitchen and bathroom cupboards and drawers, and pantry.
- Be sure all light and light bulbs are functional
- Set open house schedule and review expectation for the day of the open house with sellers
- Make arrangements for pets for the day of the open house
- Secure valuables and personal items in safe place before open house happens
- Check with buildings (if condo) for any rules / regulations around visitors / open houses (if applicable)

DAY-OF OPEN HOUSE

- Prepare marketing materials
 - Open house flyers
 - House Brochures
 - Business cards
- Advertise on all platforms and input open details
 - MLS
 - Social Media
 - Listing websites (Zillow, Trulia, Realtor.com, and so on)
 - Your website
 - Open house signs
- Prepare and print sign-in sheets or virtual sign-in
- Order food and drinks
- Pens
- Shoe covers
- Hand sanitizer