Open House Checklist

For agents: from the week before to the seller report

Property address _____ Open house date and time _____ Buddy or check-in contact _____

The week before

☐ **MLS:** enter the date and time, so the open house reaches the portals.

☐ **Seller:** confirm the date and time in writing, and where they'll be.

☐ **Photos:** pick the lead photo; label any virtually staged photos.

☐ **Invites:** post the date on social media and email your list.

☐ **Neighbors:** invite them to a preview hour.

☐ **Signs:** check town and HOA rules for directional signs.

☐ **Buddy:** book a co-host, or set hourly check-ins with your office.

The day before

☐ **Print:** flyers, feature cards, sign-in sheets and feedback forms.

☐ **Pack:** signs, pens, a clipboard, tape, water and a phone charger.

☐ **Seller prep:** valuables, medications and firearms locked away or removed.

☐ **Pets:** out of the house for the afternoon.

☐ **Weather:** a mat and shoe covers if rain is likely.

☐ **Buddy:** confirm by text the night before.

Setup on the day (arrive about 45 minutes early)

☐ **Exits:** walk every room, find several ways out, unlock the deadbolts.

☐ **Phone:** check the signal and save emergency numbers.

☐ **Neighbor:** tell one neighbor you're hosting.

☐ **Light:** every light on, blinds open, a comfortable temperature.

☐ **Smell and sound:** trash out, rooms aired, TVs off.

☐ **Signs and station:** signs out; sign-in sheet, flyers and forms by the door.

During the open house

☐ **Greet everyone** and ask each visitor to sign in.

☐ **Same questions and materials** for every visitor.

☐ **Walk behind visitors;** skip attics, basements and small rooms.

☐ **Hand out the feedback form** as people leave.

☐ **Note questions** you couldn't answer, to follow up.

Closing up

☐ **Check every room and the yard** before you lock up.

☐ **Lock** doors and windows; lights and thermostat back to the seller's settings.

☐ **Collect** signs, sign-in sheets and feedback forms, and keep them safe.

The follow-up

☐ **Same day:** thank the visitors who agreed to hear from you.

☐ **Within 24 hours:** seller report: visitors, likes, worries, price comments.

☐ **Within a week:** answer open questions and send matches.

Safety box

Host with a buddy or keep hourly check-ins. Know your exits. If something feels wrong, leave and call. Marketing texts sent with an autodialer need signed written consent; emails need your postal address and an opt-out.

Seller report notes

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General checklist, not legal advice. Check your brokerage's and MLS's rules.
Free checklist from TINTY · tinty.ai