

# OPEN HOUSE CHECKLIST

**Property Address**

  


**Seller Name & Number**

  


**Seller's Email Address**

**Agent Covering Open House**

**Date of Open House**

**Hours of Open House**

DATE	INITIALS	COMPLETION LIST
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Confirm Open House Date & Time with Agent by phone
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Seller to confirm Date & Time of Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark Open House in MLS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Place Open House in RE/MAX.com
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Place Open House in Craigslist
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Reverse Prospect Email in MLS about upcoming Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Place Open House Advertisements
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Put Open House Ryder on the home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Come By My Open House" letter to neighborhood (MOS)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Come By My Open House" letter to potential buyers (MOS)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Prepare Open House Packages with Client Surveys
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure to have plenty of school reports & community information at Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Prepare "Other Listings You Might Like" reports for Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Prepare "Open House Pass" for potential buyers (MOS)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Prepare Team Giveaways for Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Give Open House Checklist to Team Members conducting the Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You cards to all who attended the Open House
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call the Seller with Open House feedback on the following morning

