

# Open House Checklist For Realtors

## Planning Stage: Give The Following Advice to Homeowners

Powerwash & clean exterior

Depersonalize home - remove personal photos, etc.

Declutter - be up front with homeowners what needs to be removed, and give suggestions

Have carpets professionally cleaned

Clean House thoroughly - pay special attention to bathrooms & kitchens, including appliances

Neutralize the home color scheme with paint when applicable

Organize closets likely to be opened - clothing closets and linen closets

Complete any repairs required, and be sure lights & light bulbs are all functional

Be sure homeowners have a safe place for valuables & personal items during open house

Landscaping should be clean and neat at minimum, and enhanced (flowers, etc.) if possible

Any exterior porches or spaces should be clean and neat

Be sure arrangements for pets are made for day of open house

Be sure to review expectations for open house days - neatness, cleanliness, pet removal, etc.

## One Week Prior to Open House: Realtors

Check with building (if condo) for any rules/regulations around visitors/open houses

Confirm open house dates/times with homeowners

Drop by your listing to see the status of any repairs, cleaning, landscaping, or internal/external changes

Mark open house house in MLS

Put open house rider on home one week before

Order any food or drink

Print out sign-in sheets

Be sure brochures are printed for dates

Have neighborhood amenities information

Have property tax information, utility bill information, HOA information, seller disclosure copies

Have purchasing agreements on hand

Be sure to have open house signs

Advertise! Community Facebook forums, Facebook ads, signs, or whatever works best in your area.

## Day of Open House: Realtors

Arrive early and park out of the way of guest parking

Do a walkthrough yourself & correct minor issues (put toilet seats down, close garage doors)

Be sure to take out trash or rid place of any easily addressable smells

Be sure walkway is accessible and safe (if current weather is disagreeable)

Set temperature to a comfortable setting

Arrange any food or drink

Set the mood - turn on fireplace, turn on lights

Turn your cell phone to vibrate

Put out sign in sheet and marketing materials

Be sure to be in a location to greet potential buyers as they arrive