## OPEN HOUSE CHECK LIST

## "To Do List" The (day of) the Open House

Phone:

Homeowner		
	Do a once over of home (inside and out) making sure everything is in order.	
	Remove ice and snow or sweep debris from drives, walk-ways and porches.	
$\overline{\Box}$	Remove excess vehicles.	
$\overline{\Box}$	Have garage door closed.	
$\overline{\Box}$	Remove pets during open house.	
$\overline{\Box}$	Lock-up or remove valuables.	
	Decide on how the Agent will access the property if you are unable to meet them on the day of the open house. Agree where to leave the key after the open house is completed.	
	Turn off the underground sprinkler (timer).	
	If you are able to turn your telephone ringer off, or down, do so. Place your answering machine on silent.	
$\overline{\Box}$	Turn off television (unless you have a home theatre you want to display).	
$\overline{\Box}$	Have easy listening music playing, softly.	
$\overline{\Box}$	Utilize air fresheners. Scented candles are nice as well, but could create a liability issue.	
$\overline{\Box}$	Turn on lighting throughout the home (interior and exterior).	
$\overline{\Box}$	Light the fireplace if the season allows.	
П	Set the thermostat at a comfortable temperature.	
$\overline{\Box}$	If you are conducting the open house, you may want to hire an outside babysitter for your children.	
П	Baking cookies, cakes, etc., can add a pleasant aroma to the home. Setting out a tray of sweets along with coffee is an option,	
	but could be a liability, as well as, possible spillage.	
Ag	Agent	
	Have your Broker, friend, or family member, aware of the open house location, in case of an emergency.	
$\overline{\square}$	Have a clean vehicle during the open house. A clean vehicle reflects on you in buyer's eyes.	
	Place open house signs so not to obstruct driver's vision. Many areas don't allow placement of signs in public parkways (check	
	with the local government agencies for signage laws). If you need to place a sign on private property, inquire with the owner for	
	their approval in advance.	
Н	Park your vehicle out of the way, leaving the parking areas convenient to the potential buyer.	
Н	Have security phone numbers available.	
Н	Take along all the necessary tools you will need to market the property.  Have business cards available.	
Н		
Н	Display the customer registration book/sheet and pen.  Turn cell phones to vibrate.	
Н	1	
Н	Stand up to greet potential buyers. Don't sit down during the entire time a buyer is touring the property.	
Ш	Allow a buyer to have their space while they tour the property. The valuables should have been locked away to remove any liability to you. Ask them if they have any questions during the tour, to please feel free to ask you.	
	Have a purchase agreement available.	
	Lock the property up after the open house is completed, if that's what the Seller and you agreed upon.	
	Notify the Seller on the traffic flow, and customer responses, following the open house.	
Form OHCL (Open House Check List for Day Of)  03/2008		

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## TO DO CHECK LIST

## "To Do List" (Days prior to) the Open House Repaint or touch-up areas in need, including caulking. Clean carpets if needed. Clean entire home (inside and out), organize and/or remove any clutter, wash windows. Organize cupboards and closets. Clean appliances inside and out (oven, microwave, dishwasher, refrigerator, washer and dryer, etc.). Do laundry. Check all the lights to ensure they work; install new bulbs if needed. Check all the plumbing fixtures; fix any dripping faucets or leaks. Mow lawn and spruce up the landscaping (trim trees/bushes, rake, clean gutters, etc.). Clean up dog droppings. Clean and organize garage. Clean and organize crawl space, basement and attic (if applicable). Clean pool or hot tub water. Notify neighbors, door man, association, parking attendant, security, etc., and make them aware of the upcoming open house, if it would be of concern to them. (Ex: security, if you are located in a gated subdivision to allow potential buyers to have access). Check with your insurance company for liability coverage of persons touring your home. Purchase "Open House" signs. Buy enough signs to place at the main street corners to direct the public to your home. You will also require one sign in front of your property, along with a for-sale sign. Place open house advertising in classifieds, on-line, etc. in advance of your open house. Include information such as directions, address, and a cell phone number so a potential buyer can locate your property. You may want to place a sign in front of your property the week before, stating (Open House Saturday 1-4) for example. Contact a Lender and inquire if they prepare rate sheets for potential clients touring your open house. These sheets would show your asking price, with say, 0%, 10% and 20% down, as well as, closing cost estimates and monthly payments on the mortgage amounts. Have the current and past years property tax bills available, in case a potential buyer inquires. Calculate your past year of utilities, and divide them by 12. This will show the average monthly cost if a potential buyer inquires. If applicable, have available property association agreements, along with the current monthly or yearly fees, the buyer would be responsible for. Have your property survey available. Prepare property information flyers for the potential buyers. Include information such as address, features of the property, school district, etc. If you have capabilities for scanning a photo of the property on the flyer, do so. Have a purchase agreement available. Form OHTDL (Open House Check List for Prior To) 03/2008

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