

# OPEN HOUSE CHECKLIST

MOD  
VIRTUAL



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# 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
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- |                      |                      |   |
|----------------------|----------------------|---|
| <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                |

