

Open House Check List

- Submit open house request via ERA Key extranet for Lisa to place ad in paper
- Put notice in MLS and flag the listing for an open house
- Reverse prospect via MLS everyday for 4 days prior to open house

The Day Of The Open House

- Be sure to have an Agency Disclosure tent card available to place at the open House
- Don't forget your open house directionals
- On the day of the open house, arrive 15 minutes early. Put lights on as needed, tidy up as needed
- Have a sign in sheet available
- Set up display with flyers (from home zone is a good choice).
- Have the seller's statement of property condition, plot plan, lead paint disclosure electric or other utility bills on hand when available
- After the open house is done, be sure that any lights turned on are turned off and that all doors are closed and locked

Suggestions For A Better Open House

- Check for other ERA listings in the surrounding towns within a roughly \$25,000 price range and have printouts available to give prospective buyers
- Mail post card invitations to 50 or so of the surrounding neighbors at least a few days before the open house
- Put a sign up with a notice about the upcoming open house on street if it's busy or at end if suitable a couple of days before
- Have a supply of offer forms, agency disclosures or anything else you'd need to work with potential buyers
- Try to get addresses or emails from visitors to send them thank you notes

Safety Suggestions For Your Open House

- Have a pre set emergency code word set up with someone
- NEVER accompany an open house visitor to the basement
- ALWAYS walk behind a visitor when showing the house or viewing the upstairs
- It's suggested that you do not light candles for the open house unless the seller has started them for you and if so, be SURE that they are out when you leave