

OPEN HOUSE CHECKLIST



BEFORE LEAVING:



- Turn off lights, and close curtains and blinds ☐
- Remove trash left behind by visitors ☐
- Close all windows, closet doors and shower doors ☐
- Ensure that all visitors have left the premises ☐
- Secure all exterior doors ☐
- Remove "Open House" signs, flags and/or balloons ☐
- Gather collateral and staging materials, sign-in sheet, and laptop computer and/or tablet ☐

AFTER OPEN HOUSE:



- Follow up with the seller to provide feedback on the open house ☐
- If you held the open house for another agent, follow up with feedback ☐

TAKE THESE ITEMS:



- Property profile provided by Old Republic Title. ☐
- "Open House" signs, flags and/or balloons ☐
- Business cards ☐
- Home information brochures ☐
- Printouts of listing information ☐
- Sign-in sheet and pen ☐
- Blank purchase contract ☐
- Copies of property disclosures ☐
- Snacks, beverages, plasticware and napkins ☐
- Laptop computer and/or tablet ☐
- Seating (e.g. chairs, stools), if needed ☐
- Notepad and/or index cards ☐
- Music, if desired ☐

PROPERTY ADDRESS + NOTES:

SHOWING DATE & TIME: _____

For more information, please contact your local Old Republic Title representative, or visit our website at **oldrepublictitle.com**.

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