



## AGENT OPEN HOUSE CHECKLIST

\_\_\_\_\_ Signs/Flags

\_\_\_\_\_ Guest Register

\_\_\_\_\_ Laptop/Tablet

\_\_\_\_\_ Bio or other professional information you wish to share

\_\_\_\_\_ Business Cards

\_\_\_\_\_ Cell Phone

\_\_\_\_\_ Loan Information

\_\_\_\_\_ Comparable Information

\_\_\_\_\_ Sales Package

\_\_\_\_\_ Pens, tape, scented candles and matches, toilet paper

\_\_\_\_\_ If serving food, bring dishes, utensils, napkins, ice, trash bags, and cleaning supplies.

\_\_\_\_\_ At a vacant house, bring chair and folding table

### ***Before you arrive...***

- Prepare a simple buyer's net sheet
- Prepare a detailed property flyer
- Preview all active/pending properties
- Place 25-50 door hangers (promotes both you and the home)

