



**OPEN HOUSE CHECKLIST**

**Prior to Open Day**

- Confirm Time with agent and who is attending
- Advise other family members
- Presentation preparation
- Lawns/Garden
- Music
- Light & Space
- Tenant (if applicable)
- Hire/Borrow furniture (if applicable)
- Cleaning
- Fragrance
- Uncluttered look

**Open Day**

**Final Presentation Check – Create Ambience**

- Set heating/cooling
- Music
- Lighting (natural preferred)
- Check bathrooms, toilets, bedrooms
- No pets or make sure they are secure
- No one present
- Light open fire
- Uncluttered look
- Oil Burners (aromatherapy)
- Create Space
- Flowers
- Secure valuables
- No TV/DVD on
- Secure property

NB If you have security issues then liaise with the Agent to have one adult present and “playing” the part of a potential agent. Importantly give the agent “space” to allow them to discuss openly and frankly with potential buyers.

- Ensure Agent is early and well versed in the benefits and features of your home

**Marketing Checklist**

- Daily paper
- Internet
- Brochure
- Floor Plan
- Local press
- Board
- Sketch
- Other
- Pointer Boards
- Photo

**After Open**

- Follow up agent
- Who are the likely prospects
- Number of Inspections
- Agents follow up strategy
- Comments