

SAMPLE - OPEN HOUSE CHECKLIST



Property Address: _____

MLS #: _____ **Price:** _____

Date of Open House: _____

- Schedule with owners
- Prepare work order for courier to add Open House rider (with agent name on top)
- Customize Open House Flyer template and send to agent
- Customize Guest Sign-in Sheet and send to agent
- Add open house details to Top Producer
- Add open house details to Realtor.com
- Add open house details to website
- Add open house details to display ad instruction sheet.