

Open House Countdown Checklist

3 Days Before:

- Confirm date and time with seller/listing agent! !
- Set open house in HAR
- Print a map of the neighborhood surrounding the property (3 mi radius)
- Mark on map where you will place signs.
- Secure 10 directional signs
- Print 50 Open House flyers
- Print 50 property info flyers

2 Days Before:

- Knock on 50 doors around property to invite neighbors to “Special Neighbor Preview” 30 minutes before open house start time. (Leave a flyer)
- Advertise the open house on Craigslist
- Compile info on alternative relevant properties. Print 5 copies of each
- Print 2 blank contracts (just in case for a motivated buyer)
- Print 50 guest sign in sheets
- Put together “Home Info Booklet” to display. Include in it:
 - Property photo cover page
 - Details of property
 - Utilities & upgrades info page
 - Tax information
 - Survey of lot (if applicable)
 - Floor plans (if applicable)
 - School Information
 - Community Information

1 Day Before:

- Pick up 10 balloons (red, white and blue)
- Pick up 2 bottles of champagne and orange juice
- Pick up water bottles

Day of Open House:

- Place directional signs where decided on map
- Secure balloons to yard sign
- Setup guest sign in sheet
- Setup mimosas and/or snacks on kitchen counter