Preparing for an Open House Checklist

Never stage an open-house without completing this checklists, first. Prepare you home as if you favorite celebrity was coming over. This free checklist is for real estate agents and home sellers when putting a house on the market.



General Preparation:

- [ ] Create a bright, cheerful and serene environment.
- [ ] Open curtains, drapes and blinds, and turn on lights in all rooms and closets.
- [ ] Add a welcome touch by baking some cookies and putting out some fresh flowers.
- [ ] Water interior plants and throw away old plants and flowers.
- [ ] Put away valuables, money, jewelry and medicines in a safe or concealed place!

Entryway:

- [ ] Remove clutter from foyer/entry and make sure it welcomes you.
- [ ] Have a clean welcome mat and clean all windows and mirrors.

Bedrooms:

- [ ] Make beds, organize clothes, toys and closets, straighten up pillows and bedspreads.
- [ ] Clean wastebaskets, dust blinds, doors, shelves and floors, vacuum carpets.
- [ ] Open all blinds and hang them to a uniform height.

Bathrooms:

- [ ] Hang clean hand towels, put out fresh soap in clean soap dishes.
- [ ] Remove all personal hygiene products from vanity and close the commode lids.
- [ ] Put out a fresh box of tissues and toilet paper.
- [ ] Clean bathtubs, shower stalls, vanities, sink areas, mirrors and medicine cabinets.
- [ ] Install new shower curtains, if necessary.
- [ ] Remove mildew from walls and caulking.

Kitchen:

- [ ] Clean the kitchen sink and put away all dishes. Make sure everything shines including your windows!
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Dining Room:

- [ ] Consider setting your dining room the table with linen and china
- [ ] Place an attractive centerpiece on your dining room table.
- [ ] Dust the chandelier and replace all burned out bulbs, dust china cabinets.

Living Room, Family Room and Den:

- [ ] Dust, polish, vacuum and clean floors and furniture.
- [ ] Adjust couch cushions and pillows.
- [ ] Clean up wood around the fireplace and light your fireplace during cold weather
- [ ] Dispose old newspapers and mail.
- [ ] Organize bookshelves, reduce all clutter.

Basements, Attic, Laundry Room, Porches and Decks:

- [ ] Reduce clutter, sweep, dust and organize all areas.

Other Preparation Requirements:

- [ ] Post your Open House on our website at least one week in advance.
- [ ] Place an Open House ad in the newspaper with our web site address, if desired.
- [ ] Follow our advice on how to show your property.

- [ ] Print out 10-15 Property Displays from our website and offer them to prospective Buyers.
- [ ] Print out and prepare a Buyer Registry sign-in sheet.
- [ ] Ask a Lender to prepare various Good Faith Closing Cost Estimates to help Buyers calculate closing costs and monthly mortgage payments.
- [ ] Prepare a table near your foyer, kitchen or dining area for guests to sign in. On the table, place our Buyer Registry, a pen, your Property Display Sheets and Good Faith Closing Cost Estimates.
- [ ] Have available a copy of your survey, appraisal, property blueprints, Home Inspection Report, Property Condition Disclosure Statement and Seller Property Improvement Form.
- [ ] Post our Open House directional signs in your neighborhood to direct Buyers to your house.
- [ ] Post our Open House sign in your front yard.
- [ ] Make sure all pet and garbage odors are removed from your property.
- [ ] Make sure any annoying pets are placed out of the house.
- [ ] Prepare some cookies, snacks and beverages, if desired.
- [ ] Consider having a partner help you host your Open House and review our Safety Tips.
- [ ] Turn on all indoor lights, open all blinds and curtains, and be ready to welcome Buyers.
- [ ] Cordially greet all Buyers. You never know who they might know, what they might say, or who they might refer to your property!
- [ ] After greeting each Buyer, ask them to sign our Buyer Registry and offer them a Property Display.
- [ ] Let Buyers stroll through your property and remain available to answer any questions.
- [ ] Remember a well prepared home and properly priced home sells itself!

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