

Open House Host Procedures

Checklist from setting
Open House date through
Open House event.

Open House Host Procedures

5-7 Days Before Open House

- Connect with the listing agent to familiarize yourself with the property, their preferred open house procedure, and any offer guidelines or disclosures
- Familiarize yourself with the listing and conduct a walk-through of the property to determine placement of signage and marketing materials, possible parking issues, and flow of foot traffic in the home
- Door-knock 2-3 blocks around the property to invite neighbors to the open house
- Pick-up signage from listing agent or brokerage office
- Ensure that lockbox is present and in working order
- Print all marketing materials
 - Property Open House Flyers
 - Neighborhood Market Report
 - Agent business cards/branded materials
- Create Open House sign-in portal via the KVcore Open House app
- Curate a playlist with appropriate music that matches the atmosphere of the property

Day-of Open House

- Pack Open House bag
 - Portable speaker
 - Signage
 - Paper marketing materials
 - Computer/tablet
 - Hand sanitizer
 - Umbrella
- Prepare/pick-up any refreshments to be served
- Arrive to property 1 hour before

- Place directional signage around neighborhood
- Prep home for Open House
 - Turn on all lights
 - Open all window coverings
 - Tidy the property as needed
 - Make sure all toilet seats are down
 - Empty any trash and put away small trash cans
 - Place your personal belongings out of sight
 - Set out paper marketing materials and refreshments
 - Set up computer or tablet for sign-in
 - Set up portable speaker and test music volume
- 5 minutes before open house, prop open the front door of the property