# Open House Preparation Checklist: Show Day Walk

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## Property and open house

OPEN HOUSE DATE

PROPERTY ADDRESS

SELLER OR OCCUPANT

HOSTING AGENT

START TIME

END TIME

OCCUPANCY

PETS FOR THIS EVENT

CO-HOST OR OFFICE CHECK-IN

ALARM PLAN

☐ Seller and household will leave before doors open

EVENT NOTES

## Approach in the last 24 hours

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Walk, steps, and path swept of debris, snow, or ice | ☐ | ☐ | ☐ | |
| Porch, stoop, and landing clear of packages, toys, and bins | ☐ | ☐ | ☐ | |
| House numbers readable from the street or the assigned parking approach | ☐ | ☐ | ☐ | |
| Drive or assigned parking not blocked by extra cars or overflow storage | ☐ | ☐ | ☐ | |
| Porch and path lights work for an evening or late-afternoon event | ☐ | ☐ | ☐ | |
| Trash and recycle cans moved out of the first photo frame | ☐ | ☐ | ☐ | |
| Front door, hardware, and door mat wiped and ready | ☐ | ☐ | ☐ | |
| Doors needed for the tour unlocked; unused exterior doors stay locked | ☐ | ☐ | ☐ | |

## Lights and daylight

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| All window treatments opened so daylight reaches each shown room | ☐ | ☐ | ☐ | |
| Every interior light on, including table lamps and closet lights on the tour | ☐ | ☐ | ☐ | |
| Burned-out bulbs replaced in rooms visitors will enter | ☐ | ☐ | ☐ | |
| Dark halls, stairs, and windowless rooms have a working lamp or ceiling light | ☐ | ☐ | ☐ | |

| | | | | |
|---|---|---|---|---|
| Entry and porch lights confirmed on if the event runs into late afternoon or evening | ☐ | ☐ | ☐ | |
| Dimmers and LEDs in shown rooms actually light, with no dead or flickering pair | ☐ | ☐ | ☐ | |
| Rooms marked private stay closed; rooms on the tour are fully lit | ☐ | ☐ | ☐ | |

## Odor and air

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| No strong-odor cooking in the hours before the open house | ☐ | ☐ | ☐ | |
| Indoor trash and recycling emptied, and the bin wiped if it smells | ☐ | ☐ | ☐ | |
| Pet odor, litter boxes, and known accident spots addressed | ☐ | ☐ | ☐ | |
| Only a light, optional scent if you use one; no heavy spray | ☐ | ☐ | ☐ | |
| Laundry hampers emptied or closed behind a door | ☐ | ☐ | ☐ | |
| Rooms aired briefly before doors open if outdoor air is decent | ☐ | ☐ | ☐ | |
| Indoor temperature set to a comfortable showing range | ☐ | ☐ | ☐ | |

## Last-hour room reset

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Beds made; toys, clothes, dishes, and papers picked up | ☐ | ☐ | ☐ | |
| Kitchen counters cleared; only one or two large daily items left out | ☐ | ☐ | ☐ | |
| High-traffic handles, knobs, and appliance doors wiped | ☐ | ☐ | ☐ | |
| Refrigerator glance: shelves neat, no overdue leftovers on display | ☐ | ☐ | ☐ | |
| Used towels swapped for clean staging towels in every shown bath | ☐ | ☐ | ☐ | |
| Bath and entry mirrors wiped of spots and film | ☐ | ☐ | ☐ | |
| Bath counters cleared; toiletries packed in a drawer or caddy | ☐ | ☐ | ☐ | |
| Dining tables, side tables, and visible shelves given a last wipe | ☐ | ☐ | ☐ | |
| Kitchen and bath sinks empty and wiped | ☐ | ☐ | ☐ | |

## Pets, household, and alarm

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Pets removed from the property for the open house | ☐ | ☐ | ☐ | |
| If pets cannot leave: crated or confined off the tour path, and the host told where they are | ☐ | ☐ | ☐ | |
| Bowls, litter, crates, gates, and leashes off the tour path | ☐ | ☐ | ☐ | |
| Seller and household leave before visitors arrive | ☐ | ☐ | ☐ | |
| Someone stays until the hosting agent arrives so the house is not left open | ☐ | ☐ | ☐ | |

| | | | | |
|---|---|---|---|---|
| Alarm disabled or a showing plan given to the host | ☐ | ☐ | ☐ | |

## Valuables and privacy

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Jewelry and other small valuables hidden or taken off site | ☐ | ☐ | ☐ | |
| Firearms and priceless collectibles secured off the open tour path | ☐ | ☐ | ☐ | |
| Phones, tablets, laptops, and other easy-to-pocket devices put away | ☐ | ☐ | ☐ | |
| Prescription and over-the-counter medicines hidden or locked | ☐ | ☐ | ☐ | |
| Mail, bills, checkbooks, calendars, and other personal papers put away | ☐ | ☐ | ☐ | |
| Spare keys, credit cards, and access fobs removed or locked | ☐ | ☐ | ☐ | |
| Desktop screens locked; browsers and family calendars not left open | ☐ | ☐ | ☐ | |
| Quick photos of shown rooms taken before doors open | ☐ | ☐ | ☐ | |

## Child and visitor safety

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Medicines in a locked cabinet or box, out of sight and reach | ☐ | ☐ | ☐ | |
| Cleaning supplies and laundry packets in original containers, locked up | ☐ | ☐ | ☐ | |
| Knives, matches, and lighters not left on open counters | ☐ | ☐ | ☐ | |
| Pool or spa barrier back in place; doors to the water closed | ☐ | ☐ | ☐ | |
| Off-tour rooms closed or locked; no hide spots left open | ☐ | ☐ | ☐ | |
| Climb bait off dresser and TV tops if children may tour | ☐ | ☐ | ☐ | |
| Loose button or coin batteries and open battery toys put away | ☐ | ☐ | ☐ | |
| Buckets, tubs, and decorative water left empty if children may visit | ☐ | ☐ | ☐ | |

## Flyers, signs, and welcome

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Property flyer printed or stacked, with heating and utility facts the seller provided | ☐ | ☐ | ☐ | |
| Enough flyers for the expected traffic, plus a few extras | ☐ | ☐ | ☐ | |
| Directional and yard signs placed where visitors can find the house | ☐ | ☐ | ☐ | |
| Paper or digital sign-in sheet ready at the entry | ☐ | ☐ | ☐ | |
| Host company ID visible; business cards at the sign-in spot | ☐ | ☐ | ☐ | |
| Optional water or a simple tray left only if the seller and host agreed | ☐ | ☐ | ☐ | |
| No lockbox, alarm, gate, or Wi-Fi codes printed on the flyer or a counter card | ☐ | ☐ | ☐ | |

| | | | | |
|---|---|---|---|---|
| Feature list or office handouts the listing broker approved, not a homemade legal form | ☐ | ☐ | ☐ | |

## Sign-in and access

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Every adult visitor asked to sign in before they walk the house | ☐ | ☐ | ☐ | |
| Identification requested at the door | ☐ | ☐ | ☐ | |
| Number of people inside limited so the host can see the group | ☐ | ☐ | ☐ | |
| Garage, door, and gate codes not given to visitors | ☐ | ☐ | ☐ | |
| One public entry used; other exterior doors stay locked during the event | ☐ | ☐ | ☐ | |
| A neighbor told the hours and asked to watch for anything unusual | ☐ | ☐ | ☐ | |
| Host ready to explain that walking this open house alone does not require a written buyer agreement | ☐ | ☐ | ☐ | |

## Host safety walk

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Buddy or office check-in set, with a time they will call if you do not | ☐ | ☐ | ☐ | |
| At least two ways out of each shown room identified before doors open | ☐ | ☐ | ☐ | |
| Plan to walk behind visitors and keep a path to the exit | ☐ | ☐ | ☐ | |
| Host vehicle parked at the curb, not blocking or blocked in the driveway | ☐ | ☐ | ☐ | |
| Phone charged; cell coverage at the house confirmed | ☐ | ☐ | ☐ | |
| Event scheduled in daylight when the listing allows it | ☐ | ☐ | ☐ | |
| End-of-event sweep planned with a colleague, including closets, showers, and the yard | ☐ | ☐ | ☐ | |

## Close-out and lock-up

| Item | Done | Skip | N/A | Notes |
|---|---|---|---|---|
| Every room, closet, shower, and hiding spot checked after the last visitor | ☐ | ☐ | ☐ | |
| Backyard, side yard, and detached spaces checked | ☐ | ☐ | ☐ | |
| All exterior doors and windows locked, including ones you opened for light | ☐ | ☐ | ☐ | |
| Alarm reset or armed per the seller plan | ☐ | ☐ | ☐ | |
| Shown rooms compared to the pre-event photos | ☐ | ☐ | ☐ | |
| Seller told to double-check locks and scout for missing items on return | ☐ | ☐ | ☐ | |
| Directional and yard signs collected | ☐ | ☐ | ☐ | |
| Interior lights returned to the after-hours plan | ☐ | ☐ | ☐ | |
| Approximate attendance written for the listing file | ☐ | ☐ | ☐ | |

## Notes and sign-off

**ISSUES, MISSING ITEMS, OR LEFTOVER TASKS**

**ATTENDANCE AND VISITOR NOTES**

**WALK RESULT**

**HOST SIGNATURE**

**SELLER SIGNATURE**

**TIME SIGNED**

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.