



OPEN HOME CHECKLIST

A simple checklist to help you prepare, host and follow up after your open home.

BEFORE THE OPEN HOME

- Set the date and time and check it matches the advertised open home details.
- Clean and declutter the property so visitors can move through easily.
- Clear benchtops, floors, entry areas and living spaces.
- Open curtains and blinds and make the most of natural light.
- Turn on lights in darker rooms.
- Make beds and present bedrooms neatly.
- Tidy lawns, gardens, balconies and entertaining areas.
- Put away valuables, medications and personal documents.
- Make suitable arrangements for pets.
- Clean and present bathrooms.
- Have property information and inclusions ready.
- Position the REVS For Sale Sign and Open Home Sign where permitted.

ON THE DAY

- Arrive early enough to prepare without rushing.
- Switch on lights and open blinds.
- Keep the entry clear and welcoming.
- Have the visitor sign-in sheet ready if you choose to use one.
- Welcome visitors and let them inspect at their own pace.
- Be available for genuine questions without applying pressure.
- Make it easy for buyers to use the REVS enquiry process.
- Keep an eye on valuables and areas that should not be accessed.
- Note useful buyer comments or questions for follow-up.

AFTER THE OPEN HOME

- Secure the property and check that all visitors have left.
- Remove or safely store signs and visitor information.
- Review the visitor sign-in sheet and enquiries received.
- Respond promptly to genuine buyer enquiries.
- Record useful feedback about presentation, price or buyer interest.
- Follow up with interested buyers and keep your listing information up to date.

REVS TIP

Keep it welcoming. Let buyers look around without pressure, answer questions honestly and make it easy for genuine buyers to contact you afterwards.

This checklist is a practical guide, not legal advice. Requirements and good practice can vary by location and circumstances.