

## How to prepare for your Open House

Prepare your home as if you were expecting special guests. Have you ever visited a model home? It's warm, bright, clean, well-decorated and inviting. This is the same impression you want Buyers to experience when they come to your Open House. Follow our checklist:

### **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 countertops, stovetops, refrigerator doors and handles.
- Clean the kitchen sink and put away all dishes. Make sure everything shines including your windows!

### **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!

**Good Luck with your Open House and don't forget to greet all guests with a smile!**