

OPEN HOUSE CHECKLIST

Photocopy and use this convenient checklist to make sure your safety is not compromised.



- When you enter the house for the first time, check all the rooms and determine several "escape routes."
- Make sure all deadbolt locks are unlocked to make a faster escape possible. Make sure all locks are back on once the Open House or the showing is over.
- Check that you can escape from a backyard if you flee through a back door. In many areas, the high fences that surround yards with pools and hot tubs make escape difficult, if not impossible.
- Place your business card, with date and time on the back in a kitchen cupboard. Make a note on it if you were the first to arrive or if clients were waiting.
- As prospective clients arrive, jot down car descriptions, license plate numbers and physical descriptions.
- Always walk behind the prospect and show the house by directing not leading them. Say, for example, "The kitchen is on your left," and gesture for them to go ahead of you. Watch what prospects are doing at all times; don't become preoccupied with viewing the home.
- Notify someone in your office, or at your answering service, or a relative or friend that you will be calling at regular intervals (every hour on the hour; or every two hours) If you don't call, they are to notify police immediately.
- Let a neighbour know you are showing the house and ask them to also be aware of anything out of the ordinary.
- If possible, have someone from your office, or a relative or friend stay with you during the Open House.

Make your personal safety your first, second and third priority.