

# OPEN HOUSE KIT

## **SIGNAGE:**

- o “Open House” signs for property
- o Directional Signs to guide visitors

## **TECHNOLOGY:**

- o Tablet or Laptop to showcase virtual tours/property information
- o Phone Charger or a Backup Battery

## **MARKETING MATERIALS:**

- o Property Brochures with key details and photos/MLS info sheets
- o Plastic Sign Holders (letter sized)
- o Signs throughout the house indicating specific features
- o Business cards with your contact information
- o Stack of Pens
- o Sign-in Sheets to capture lead information
- o Feedback Forms for visitors to provide their impressions
- o Notepad for taking notes about the house or potential clients

## **OTHER ESSENTIALS:**

- o Doorstop to keep doors open
- o Bells to hang on the inside of the front doorknob
- o Shoe Covers/Please remove your shoes signs
- o Hand Sanitizer for hygiene
- o First Aid Kit (in case of emergencies)

## **REFRESHMENTS:**

- o Water bottles
- o If you bring Food/Snacks  
(Make sure to bring a Vacuum too, just in case)
- o Mints

## **TOUCH-UP CLEANING SUPPLIES:**

(No matter how good the cleaning is, tracking in and spilling are possible)

- o Broom/Small Wisk Broom
- o Paper Towels
- o All Purpose Cleaning Wipes
- o Polishing Cloth (lint-free)
- o Plastic Bag for trash
- o Air Neutralizer/Air Freshener

## **BATHROOM BACK-UPS:**

- o Toilet Paper
- o Liquid Soap in a dispenser
- o Guest Wipes

## **OTHER BACK-UPS:**

- o Lightbulbs
- o WD40
- o Duct Tape/Masking Tape/Packing Tape
- o Tape Measure/Toolbox

## **IF YOU ARE SHOWING AN EMPTY HOUSE, YOU MIGHT ALSO CONSIDER:**

- o Folding Chairs and Table  
(possibly a tablecloth to hide your supplies)

## **YOUR SAFETY:**

- o Pepper Spray or other protection item
- o Keep valuables in the car & keep your key on you
- o Always tell your Managing Broker and/or at least 1 co-worker the address and hours of your open house. Confirm when you have left the property.