

Open House and Showing Checklist

Miscellaneous

- Vacuum Carpets.
- Turn on lights & lamps.
- Open all blinds or curtains (unless windows are in bad condition or the view is bad.)
- Sweep floors.
- Play soft music.
- _____
- _____

Kitchen

- Make sure all dishes are put away in kitchen.
- Wipe down the kitchen counters.
- Put away dish rags, towels and sponges.
- Put dish soap under the counter.
- Have countertops tidy with no clutter.
- Wipe down appliances so they shine.
- Empty all trash cans and hide if visible.
- Remove magnets, etc. from front and sides of fridge.
- _____
- _____

Bedrooms

- Make all beds.
- Pick-up & put away clothes.
- Make sure dresser tops are clean and tidy.
- Put away jewelry.
- _____
- _____

Bathroom

- Make sure bath & shower are clean.
- Make sure towels are clean and tidy.
- Make sure toilet bowl is clean and install a bowl freshener.
- Remove or hide medications.
- Empty trash can.
- Make sure toilet lid is down.
- _____
- _____

Living Room/Family Room/Office

- Make sure rooms are clean and tidy.
- Put away magazines.
- Turn off computers.
- Hide any documents with identifying information.
- _____
- _____

Note: Please give the buyers privacy by removing yourself and pets from the house if possible.