



OPEN HOUSE CRUSHERS

Always Moving Forward

Sales # 623-777-5810 | Office # 623-850-4501
www.TeamMinik.com

LISTING AGENTS TO BE ACTIVELY INVOLVED AND PARTICIPATE

PRIOR TO OPEN HOUSE

MONDAY

01	Confirm dates and times of Open House Events no later than Monday EOD. To Ensure no changes are/were made.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
02	All must acknowledge and/or volunteer on Team Minik 101 Open House Sign-Up Sheet. This should be done weeks prior, to ensure advance coverage.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
03	Get confirmation from the listing agent or TC if the home is occupied by the homeowner (review listing details with the listing agent), and confirm if there are any cameras, pets, or WiFi present.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
04	Study Home Details - Sq Ft, HOA, Year Built, Create CMA to be prepared. (Review CMA with listing agent). Check documents tab and print out information for buyers.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
05	Confirm with Listing Agent if there are any restrictions on Open House FLAGS, or Directional Signs, per the HOA (if applicable), and get gate code or any necessary access codes.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
06	Request a list of neighbors from Title (include specifics and likely-to-sell criteria), and ensure their email addresses are added to the list.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
07	Action: Install Open House Flag at the home. Occupied Homes, kindly ask home owner to remove each night and put back. If unoccupied need to arrange from nightly removal and reinstall in the AM.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

TUESDAY

01	Update to client's contact information to be obtained from Open House Schedule, listing agent, or admin. Marketing will be sending an Intro Email to Homeowner, see #2. below.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
02	Preview 3-5 Homes (from CMA).	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
03	Do a Facebook Reel/Live Announcing Open House.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
04	Look up Market/Locational Info - Average Days on Market, Key Landmarks, and Know Community.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
05	Print door knockers and Flyers - Only the amount you will physically hand out during door knocking. (Found on Open House schedule.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
06	PRINT OUT CLIENT MLS SHEET for Home Listing, to have available at the Open House Event.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

WEDNESDAY

01	Post Picture/Video of Home Announcing Open House	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
02	Call, text or email all buyers in reverse prospecting filter that open house will be held at specific dates and times.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

THURSDAY / FRIDAY

01	Create Open House in CRM on iPad. Or, make sure you bring in the sign-in sheets.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	A. Check out iPad, if needed, and get inventory plug.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	B. Find App on Team Minik 101, under Open House.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
02	Confirm you have client-printed MLS sheets that are current.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
03	Door Knock - Can be done earlier in week, according to Agents schedules.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

DAY OF OPEN HOUSE

Arrive 1 hour prior to the start of the Open House - Check with Listing Agent, to ensure OK with Homeowner. If Vacant, OK to be early as needed.

TASKS

01	Unlock home and prepare for Open House.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	A. All guests must register sign to be posted at front door (use safe release tape).	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	B. ensure all lights to home are turned ON.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	C. Open all blinds and windows weather permitting.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	D. Turn on any water features on the property, if they have. Including Pool.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	E. Setup Welcome Area Table w/Materials.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	F. Remove Open House flyers from signpost.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

02	Install Flag (where permitted) and place All Directional Signs in Proper Locations. (WEDNESDAY - USE MAP to identify Directional Sign placement, and for pick up support)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
03	Rules for Tours of the Home.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	A. All Guests must register in CRM, if not registered they may not enter the Home. NO EXEMPTIONS.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	B. Remain within the vicinity of Guests AT ALL TIMES. Do not make guests uncomfortable.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	C. Obtain Guest feedback on the home and tour they just received.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	D. Thank Guests for visiting the Home.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

CLOSING OF OPEN HOUSE

TASKS

01	Exit checklist	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	A. Lights all out. (Or as they were.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	B. Thermostat set to right temperature. (Or as they were.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	C. Windows/Blinds are closed. (Or as they were.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	D. Water off (if home has water feature) ensure it is OFF. (Or as they were.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	E. Ensure door from house to garage is NOT locked	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	F. Ensure no trash is visible – inside and outside. (Pick up all supplies and trash. Wipe off doors/touch points)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	G. Replace Open House flyers with For Sale flyers of Listing Agent.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS

	H. Remove Flag and Open House Rider.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	I. Pick up All Directional Signs. (Must ensure you have all signs.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
02	Agent must submit EMAIL to recap the day's activity of the Open House event. If Unable to send Open House Recap, prior to leaving, please Text Owner and Listing Agent, the recap will come upon internet access.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	A. Please use email template attached on a separate sheet – OPEN HOUSE FEEDBACK.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	B. Email consists of how many attendees came to the home. Use Template, always ONLY say Guest 1, Guest 2, etc. No Identifiers against Fair Housing.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	C. Include all positive and constructive comments received by the attendees.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	D. Please ensure to send email to CLIENTS Listing Agent, Transactions, Marketing and Michelle.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
	E. Please make sure this needs to be done prior to departing, this will also a means for Listing Agent to notifying the Homeowner you have concluded the Open House. SEE ADDITIONAL NOTE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS
03	<u>Return and Organize all Materials in the Tote, Flags and iPads (Try to return Sunday, if not by Monday at the latest).</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	COMMENTS