

Welcome!

OPEN HOUSE

— PLEASE SIGN IN —

Street Address: _____ Showing Date: _____ Start Time: _____

#	Full Name	Email Address
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SHOWING PREP

Thank you for helping us make a great first impression!



Fair Housing — Must Read and Check Off:

- ☐ **Describe the property, never the person.** Nothing about neighbors, safety, schools, or who lives here.
- ☐ **Say "occupants and guests" — never "kids."** Never comment on anyone's family, accent, religion, or disability.
- ☐ **Show every available unit equally.** Don't suggest which one suits them. They decide.
- ☐ **Route every real question back to me** — criteria, accommodations, applications, and hold requests.

Tasks (24-hrs Prior)

☐	Sign-in sheet: Use ours — printed or on your device. Guests sign as they arrive; send it back.
☐	Review our rental listing:
☐	Appeal to the senses: • Taste: Treats (snacks, candy, etc.) • Sight: Decor (vase with flowers, balloons, etc.) • Smell: Fragrance (air freshener, light perfume, etc.) • Hearing: Music (Bluetooth speaker, phone, etc.)
☐	Confirm attendance: Call/text guests, introduce yourself, and confirm the time.
☐	Arrive at least 15 mins early: Park on street, leave driveway for guests as a courtesy.
☐	Dress professional: Bring an “Open House” sign and review the resources below.
☐	Pack smart: Sign-in sheet, soap, TP, tool kit, cleaning kit, stepladder, trash bags, flashlight, spare batteries, etc.

Tasks (Day of Showing)

☐	Inspect: Exterior (360°) to pick up trash and identify signs of forced entry — cautiously check all interior rooms.
☐	Set the vibe: Lower thermostat, turn on lights, set fans to low, open blinds, flush toilets, close lids.
☐	Report issues: Leaks, pests, overgrown yard, damage, dead batteries (garage opener, e-lock), or anything off.
☐	Greet guests: Log everyone on our sign-in sheet in the order they arrive, offer treats, and show the property.
☐	Rental application: Tell guests everyone on the list gets an email with next steps to apply, if interested.
☐	Wrap up: Set thermostat to 74°F, turn off lights/fans, close blinds, lock up. <i>Thanks for helping us show the property!</i>

Resources

- How to use the lock and alarm:
- Fair Housing Showing 101: diy.foreverlandlord.com/fair-housing-showing-101
- Equal Housing Opportunity poster (Official English): hud.gov/sites/documents/928.1.pdf
- Equal Housing Opportunity poster (Official Spanish): hud.gov/sites/dfiles/FHEO/documents/928-1a.pdf