Open house sign in: [property address]

Date: _____ Hours: _____ Agent: [your name and number]

Before the doors open

• Clipboard, two pens and the sheet on the table by the door: yes / no

• A line at the top telling visitors you'll send them the details and similar homes: yes / no

Visitors

We'll use your number to follow up on today's viewing. Tick the last box if you'd also like [agent name] to call or message you on this number about other homes.

Buying in: 0 to 3 months / 3 to 6 months / later / just looking

Name	Phone	Email	Working with an agent?	Buying in	Home to sell first?	OK to hear about other homes on this number? Tick if yes	Call on

After the doors close

• Visitors: __ With no agent: __ Buying in 3 months or less: __

• Neighbours who came to look: __ (ask them about their own home)

• Calls done by: _____

Free from activity-tracker.io/crm/templates/client-scripts/open-house-sign-in-sheet