Open House Sign-In Sheet

Fill in the blanks, print on letter paper, and keep this at the front table. Have every visitor sign in before they tour.

PROPERTY ADDRESS

DATE AND TIME | HOSTED BY (YOUR NAME)

BROKERAGE | PHONE | LICENSE #

Name	Phone	Email	Working with an agent?	Pre-approved?
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No

CONTACT CONSENT · READ THIS ALOUD OR POINT IT OUT AS GUESTS SIGN IN

By signing in, you agree that the hosting agent may contact you about this home and similar homes. Your information will not be sold. Tell us anytime if you would prefer not to be contacted. If you are already working with another agent, please say so so we can include them in any follow-up.

This is a marketing form, not legal advice. Use your brokerage's required forms and follow your state's contact and agency rules.

How to use this sign-in sheet

A sign-in sheet only helps if every visitor uses it and you follow up the same day. Here is a short way to run the table.

Before you print

Write in the property address, date and time, your name, brokerage, phone, and license number. Print at least two copies, plus extra pens. Put the sheet on a clipboard at the front table, not on a kitchen counter guests might miss.

As guests arrive

Greet every visitor, invite them to sign in before they tour, and point to the contact-consent line. If someone is already working with an agent, note it. Do not skip a visitor or treat guests differently.

What to collect

Name and a way to reach them are enough. Do not ask about family status, religion, national origin, disability, or other protected characteristics. A pre-approval question is optional; guests can leave it blank.

After the last guest

Lock up, collect the sheet, and start follow-up the same day with everyone who agreed to be contacted. Honor opt-out requests right away. Send the seller a recap within 24 hours: number of visitors, feedback themes, and any offer interest. Do not pass on comments about a visitor's personal characteristics.

FAIR HOUSING REMINDER · READ BEFORE EVERY OPEN HOUSE

- Treat every visitor the same. Greet, sign in, and follow up with every guest in the same way.
- Describe the home, not the people. Talk about features, not who the home is "perfect for" or who lives in the neighborhood.
- Let buyers research schools, safety, and demographics themselves. Point them to official sources rather than giving your opinion.
- Follow your brokerage's required forms, sign rules, and advertising rules, including your license number and brokerage name where required.

Want the rest of the kit?

This free sheet is one page from AgentNexo's Open House Kit. The full kit adds visitor and buyer's-agent feedback forms, a supplies and safety checklist, a property feature sheet, neighbor invitations, a Day 0–30 email, text and call sequence, a seller recap report, and 10 open-house social posts. Find it on our Etsy shop, or start at agentnexo.club/free.

This page is a marketing and organization tool, not legal advice. Check your state's rules and your brokerage's policies before using any form.