Open House Sign-In

Property address: _____

Date: _____

Hosting agent: _____

Name	Phone	Email	Working with an agent? (Y/N)	Timeframe (Now / 1-3 mo / 3+ mo)	Notes

By signing in you agree to be contacted about this property and similar homes.

After the open house

Five steps for the people who signed in. Most of the value is in the first one.

- [ ] **1. Same day: send a short thank-you.** A text while the house is still fresh in their mind. Mention one thing they said, like the backyard or the kitchen.
- [ ] **2. Log what each person wants.** Before the sheet goes in your bag, write down price range, must-haves, timeline, and whether they already have an agent.
- [ ] **3. Set reminders for every follow-up.** Put each next step on a date, so Monday's appointments don't push the weekend's visitors out of your head.
- [ ] **4. Day 1: send listings that match.** An email with two or three homes that fit what they told you. Specific beats many.
- [ ] **5. Within a week: make a second touch.** A short call around day 3, or new listings around day 7 if they've gone quiet. Present, not hovering.

Follow-up scripts

Fill the gaps with what each person told you. That detail is what gets a reply. Text only people who agreed to be contacted.

Same day: text

Hi [name], it's [your name] from the open house at [address]. Thanks for coming by. You mentioned [what they liked or asked]. I'll send anything similar that comes up.

Day 1: email

Subject: [address], plus two you might like

Hi [name], good to meet you yesterday. You said [what mattered to them]. Here are two more homes in your range with that. Happy to set up a showing, or a second look at [address], this week.

Day 3: call

Hi [name], it's [your name]. We met at the open house on [street]. You mentioned [their detail]. Is [address] still in the running, or did it help you rule something out?

- Still interested: "I can get you in for a private showing. Would [day] or [day] work?"
- Not for them: "What would the right one have that this one didn't?"
- Has an agent: "Glad to hear it. Good luck, and thanks for coming by."

The 7-day schedule

When	What
Same day	Short text, one detail from the visit
Day 1	Email with listings that fit what they said
Day 3	Short call
Day 7	New listings, if they've gone quiet

Neighbors: one friendly note. Buyers with an agent: a thank-you, then leave it there.