

Open Home Sign-In Sheet

USE AT EVERY OPEN HOME

A printable inspection register. It doubles as your follow-up list, and a privacy collection line keeps it compliant.

Property Address

Postcode

Title Sales Listing #

Inspection Date

Time

Host Safety Checklist, Before Anyone Arrives

- ☐ Another adult present where possible
- ☐ Valuables, medicines, private documents, spare keys and alarm details secured
- ☐ No unsupervised access to closed rooms, sheds or vehicles
- ☐ Never accept cash, deposits or emailed banking instructions at an inspection

Visitors

Name	Phone	Email	Title Sales Member # (If Any)

Privacy collection notice: your details are collected by the property owner to follow up your interest in this property, and are not provided to Title Sales Pty Ltd or any other party. Providing them is optional. Host: keep this sheet with you rather than on display, so earlier visitors' details are never visible to later ones, and store it securely afterwards.

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