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 _____

Inspection Date _____ Title Sales Listing # _____

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

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.

Fees vary with the property and the state, and disbursements are set by the authorities rather than the firm. Two or three quotes is normal; the cheapest is not always the one that answers the phone. This is a general template provided by Title Sales Pty Ltd for convenience only. It is not legal, financial or conveyancing advice, it is not a contract, and nothing in it binds any party. Binding documents are prepared by your own conveyancer or solicitor. Title Sales is an advertising platform and is never a party to your transaction.