

# Open House Timeline

## MON

### LISTING AGENT REVIEW & SIGN-UP:

Emails are sent at 9am to confirm available Open House times. Review your listing and sign up for spots that you would like to host. Agents can make edits until 3pm; reach out to your TC if edits are needed after 3pm.

**NOTE: you still need to sign up to host your own listing, even if it is set to "Listing Agent Only."**

### PRIORITY AGENT SIGN-UP:

Emails are sent at 3pm to priority agents. Sign up for spots you would like to host.

## TUE

### ALL AGENT SIGN-UP:

Sign-ups open to all agents at 12pm in the Open Houses section of Connect.

## WED

### DEADLINE

#### OPEN HOUSE SIGN-UP:

Sign-ups are closed at 12pm and the schedule is finalized.

### DEADLINE

#### OPEN HOUSE EDITS:

Listing agents can make changes to their listing's schedule until 1pm. Changes can no longer be made to the Open House schedule after this time.

## THU

### MLS ADVERTISING:

Starts at 9am with Open House times posted as properties go active in RECO or IRES.

#### OPEN HOUSE ACCESS INFO:

Seller and hosting agent access emails are sent at 2pm.

#### SIGN PLACEMENT MAPS:

Field Services creates OH sign placement maps and sends to listing agents by 4pm for review.

### DEADLINE

#### OPEN HOUSE COLLATERAL REQUESTS:

Due by 12pm on Thursdays.

## FRI

### DEADLINE

#### OPEN HOUSE SIGNAGE MAP EDITS:

Change requests are due by 12pm.

#### OPEN HOUSE SIGNAGE MAPS TO HOSTS:

Emails to hosting agents containing the OH sign placement map are sent by 5pm.

#### OPEN HOUSE COLLATERAL:

Printed and ready to be picked up by 5pm. Finalized collateral emails will be sent as each request is processed.

#### IRES ACTIVE TIME:

Listing Agent is responsible for adding OH times for any listing active after 3PM.

## WEEKEND

### SIGN PLACEMENT:

Field Services begins placing signs on Saturday morning at 3am. Every effort is made so that sign placement is complete at least 1 hour prior to the OH start time.

### SIGN REMOVAL:

Field Services begins removing signs on Sunday at 4pm. Signs should be left where they were originally placed so there is no confusion at removal time.

### WEEKEND CONCERNS:

If an agent has an OH signage concerns over the weekend, they can reach out to the Helpline at 720.636.9212, between 9am and 5pm.

*NOTE: There are no staff members monitoring emails over the weekend.*