

OPEN HOUSES IN RAPATTONI



Keeping your open house information up to date helps attract more buyers and ensures accurate details appear across MLS and public sites. Follow these quick steps to easily add or delete open houses in Rapattoni.

✓ **To Add an Open House:**

- From the main menu in Rapattoni, select **Listings**, then **View/Revise Your Listings**.
- Locate the listing and click the **pencil icon** to the right of the listing number.
- Select **Open House Dates**.
- Enter the Open House information including:
 - Type (In Person or Virtual)
 - Date
 - Start & End Time
 - Any additional comments
- Click **Save**, then verify the entry appears correctly.

✗ **To Cancel an Open House:**

- From the main menu in Rapattoni, select **Listings**, then **View/Revise Your Listings**.
- Locate the listing and click the **pencil icon** to the right of the listing number.
- Select **Open House Dates**.
- Locate the Open House you wish to cancel.
- Click the **Checkbox** under **Delete**.
- Click **Save**.

💡 **TIP:** **Always** promptly delete open houses that have been canceled to avoid confusion for potential buyers and other agents. Also, update Marketing and/or Agent Remarks that include information on the Open House.

Open houses are a powerful way to showcase your listing, attract potential buyers, and create valuable in-person connections. Accurate and up-to-date open house details, especially a cancellation in Rapattoni, help maintain trust, prevent confusion, and ensure your listing is represented correctly across all platforms.