AFTER OUR MEETING

Here’s what we covered

A summary of our conversation, the next steps we discussed, and anything I still owe you.

DATE

PREPARED FOR

PROPERTY

01 What I heard

Your priorities
In your words

Your timing
And what it depends on

02 What we discussed

Price position

Prep before photos

How we’d market it

03 Where we left it

☐ **You’re ready to move forward**

TARGET LAUNCH DATE

OPEN HOUSE (IF PLANNED)

OUR FIRST REVIEW TOGETHER

☐ **You’re still deciding**

THE QUESTION STILL OPEN

I’LL FOLLOW UP ON

04 What I still owe you

ITEM	BY	SENT
		☐
		☐
		☐

AGENT

BROKERAGE

PHONE

EMAIL