Enquiry And Buyer Follow-Up Register

UPDATE AFTER EVERY CONTACT, REVIEW WEEKLY

Your private working record of every enquiry, so you respond consistently, remember what you promised, and see which interest is genuine. This page is for your eyes only; it is never shown to visitors or buyers.

Property Address / Listing #

Postcode

VISITORS

Buyer / Member #	Source	Contacted / Inspected	Questions Or Feedback	Next Action	Follow Up By

CAMPAIGN SNAPSHOT, REVIEW WEEKLY

Total Enquiries

Inspections Held

Follow-Ups Due

Offers Received

Most Common Buyer Question Or Concern

If the same question keeps arriving, answer it in the listing itself so the next buyer never has to ask. Keep contact details only as long as the enquiry genuinely needs.

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.