

Viewing Record Form

Log property viewings and client feedback to track the deal.

Viewing Information

Property code / name		Viewing date	Time
Listing Agent	Co-Agent	Coordinator / guide	
Client (short name)		Phone — last 4 digits	

Post-Viewing Result

☐ Interested
 ☐ Not interested
 ☐ Wants to think
 ☐ Wants to see more
 ☐ Made an offer

Offered price (if any)	Next follow-up date
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Client comments / feedback

Next action

Recorded by / Date

Client acknowledged (if any)

Disclaimer: This form is provided only as a guideline for recording preliminary information and agreements between users. Portsup is not a party to any agreement and does not guarantee any legal outcome or commission payment between the parties. Users should consult a legal professional for high-value transactions or special conditions.