Offer Communication and Response Log

Keep one log for each offer. Record actual event times and retain the original offer, revisions and messages.

Property address

Offer / buyer reference

Seller name(s)

Buyer name(s)

Listing agent

Buyer agent / brokerage

Date and time Include AM / PM	**Event / version** What happened	**Participants** And contact method	**Discussion / response** Exact terms, questions, instructions or message reference	**Next step** Who is responsible and due when
	Offer received			
	Receipt acknowledged			
	Presented to seller			
	Seller responded			
	Buyer agent responded			
	Further discussion			

Use the continuation page for additional responses, revisions and follow-up.

Offer Communication Log Continuation

Continue in date order. Include sellers, buyer agents, managers, attorneys, lenders and other participants.

Property address

Offer / buyer reference

Date and time Include AM / PM	**Event / version** What happened	**Participants** And contact method	**Discussion / response** Exact terms, questions, instructions or message reference	**Next step** Who is responsible and due when

Use another continuation page when needed. Save each completed log with the transaction file.

Current status / next deadline