Offer Communication and Response Log

FICTIONAL TRAINING EXAMPLE - use the blank log for a transaction. Retain the messages behind each entry.

Property address

123 Example Street, Cherry Hill, NJ

Offer / buyer reference

Offer A - fictional example

Seller name(s)

Example Sellers

Buyer name(s)

Example Buyers

Listing agent

Listing Agent

Buyer agent / brokerage

Buyer Agent / Example 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
11/17/2026 9:15 AM	**Offer received**	Buyer agent / email	Received signed $465,000 offer with $7,000 credit. Saved offer and lender letter.	Listing agent to acknowledge receipt.
11/17/2026 9:20 AM	**Receipt acknowledged**	Listing agent to buyer agent / email	Acknowledged receipt. Confirmed complete package received.	Present to seller at 11:00 AM.
11/17/2026 11:00 AM	**Presented to seller**	Listing agent and seller / phone	Reviewed price, credit, financing, contingencies and estimated proceeds.	Seller to respond by 1:00 PM.
11/17/2026 1:00 PM	**Seller responded**	Seller to listing agent / phone	Seller authorized counter: $470,000, $3,000 credit and closing in 45 days.	Confirm seller instructions in writing.
11/17/2026 2:40 PM	**Buyer agent responded**	Buyer agent / email	Buyer proposed $468,000, $3,000 credit and closing in 45 days. Seller has not responded.	Update proceeds and present revision.
11/17/2026 3:00 PM	**Further discussion**	Listing agent and seller / phone	Presented revised terms and updated estimate. Seller requested time to review.	Follow up with seller at 4:00 PM.

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

Offer Communication Log Continuation

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Offer / buyer reference

Offer A - fictional example

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
11/17/2026 3:15 PM	Information requested	Listing agent to buyer agent / email	Requested updated lender letter for the revised price. Buyer agent will follow up with lender.	Buyer agent to provide updated letter.
11/17/2026 3:30 PM	Status update	Buyer agent / email	Buyer agent confirmed requested credit remains $3,000. Updated lender letter is pending. Seller response remains pending.	Listing agent to follow up at 4:00 PM.

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

Current status / next deadline

Seller response pending on revised $468,000 offer; follow up at 4:00 PM.