FICTIONAL LISTING / EXAMPLE ONLY

# A weekly update the seller can keep

Two consecutive seven-day periods. Use actual dates, permissions and results for a client.

| Activity | Previous week | This week |
|---|---|---|
| Showing requests | 5 | 8 |
| Completed visits | 4 | 6 |
| Unaccommodated requests | 1 | 2 |
| Return visits (included in visits) | 0 | 1 |
| Written offers | 0 | 0 |

## What we heard

Three of six showing agents replied. Two replies mentioned limited clearance behind the dining chairs. I followed up with the other three agents. Both missed requests needed a Saturday morning.

## What buyers can compare

Your asking price is $439,000. A similar home 1.8 miles away just listed at $435,000. I'll ask its listing agent whether a comparison visit with you is possible. We'll use the dated CMA when we discuss pricing.

### Decisions and next contact

You'll try removing the table leaf. You approved Saturday showings from 10 to noon. I'll update the instructions today and contact both agents who needed that window. I'll call Friday at 4 with results and reach you sooner if an offer or urgent issue comes in.