

Potential Tenant

Incoming call, reminder of scheduled property viewing today

Investor

Hello (Potential Tenant). How are you today?

I am just calling to confirm our property viewing for (Property address) today at (Time). Are you still able to attend?

Potential Tenant

Responds yes or no.

Investor – If answer is “Yes”

Great! I look forward to seeing you there and to answer any questions you may have about the property. Do you need any directions? (provide directions if requested).

Thank you (Potential Tenant Name), for confirming your appointment and I look forward to meeting you today at (Time).

Have a great morning/afternoon/evening!

Investor – If answer is “No”

I am sorry to hear that. From your application it looks like you are a strong candidate for this property. We have a lot of interest in this property but I may be able to reschedule your viewing for (Date & Time) if that works better?

Potential Tenant

Responds

Investor – If Potential Tenant has found another property

Well I hope the property you have chosen fits your needs. Would you mind telling me why you chose this property over (Property address)?

Potential Tenant

Responds

Investor

Well good luck on your move, if you change your mind please let us know as we strive to find all of our potential tenants a property that is a great match.

Thank you for your time and I hope you have a great morning/afternoon/evening

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