WORKSHEET 3

Call and Email Script Builder

Fill in the blanks, then use it as a phone script or paste it into an email. See Chapter 5.

My home, in their words

"A _____ (single-family dwelling on a permanent foundation / recreational vehicle / park model RV / manufactured home / accessory dwelling unit) of about _____ square feet, for full-time / seasonal (circle) living."

My questions (cite section numbers from Worksheet 2)

1.

2.

3.

Accommodation request (optional)

"I communicate best by _____ (email / written notes / captioned video / interpreter). Thank you for replying that way."

Contact log

DATE	OFFICE / PERSON	CALL / EMAIL	WHAT THEY SAID	FOLLOW-UP SENT?

- [ ] I sent a follow-up email summarizing any phone conversation
- [ ] I asked about a zoning verification letter (for a specific parcel)
- [ ] I filed every reply in a folder for this place