

# AOA GUEST CARD

Date of Initial Contact: \_\_\_\_\_ Lead Type: CALL EMAIL WALK-IN Agent: \_\_\_\_\_

Appointment Set: Date \_\_\_\_\_ Time: \_\_\_\_\_ Gave Directions: YES/NO 2<sup>nd</sup> Appointment Set: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Future Resident's Name: \_\_\_\_\_ Unit Type: \_\_\_\_\_ Price Range: \_\_\_\_\_

How many people is it for? \_\_\_\_\_ Move-in Date: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Cell: \_\_\_\_\_ Work/Home: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pets: NONE Dog (#): \_\_\_\_\_ CAT (#): \_\_\_\_\_ OTHER: \_\_\_\_\_ Description(s): \_\_\_\_\_

Why are you looking to move? \_\_\_\_\_

Where else have you looked? \_\_\_\_\_

What haven't you found yet? \_\_\_\_\_

Anything in particular you are looking for? (view, level, brightness, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Apartments shown:	Apt #	Unit Type	Price Quoted	Other Fees Quoted	Specials Quoted
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Follow Up! Reminder:** Call within 24 hours; Email and Send Thank You Card within 72 hours

Follow Up: Date: \_\_\_\_\_ EMAIL PHONE MAIL By: \_\_\_\_\_

Notes: \_\_\_\_\_

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Notes: \_\_\_\_\_

Follow Up: Date: \_\_\_\_\_ EMAIL PHONE MAIL By: \_\_\_\_\_

Notes: \_\_\_\_\_

Follow Up: Date: \_\_\_\_\_ EMAIL PHONE MAIL By: \_\_\_\_\_

Notes: \_\_\_\_\_

**Unit Rented:** \_\_\_\_\_ **Price:** \_\_\_\_\_ **Move-in Date:** \_\_\_\_\_ **If not, where/why?** \_\_\_\_\_

