

Subject: Property Details and Breakdown: [Property Address]

Dear [Recipient Name],

Thank you for taking the time to join me for a quick tour of [Property Address] earlier today. Following our walkthrough, I have put together a detailed breakdown of the property features and specifications for your review.

Property Overview:

- **Address:** [Full Street Address, City, State, Zip]
- **Total Square Footage:** [Number] sq. ft.
- **Configuration:** [Number] Bedrooms / [Number] Bathrooms
- **Lot Size:** [Acreage or Sq. Ft.]

Interior Details:

- **Living Areas:** [Description of flooring, lighting, or layout]
- **Kitchen:** [List appliances, countertop material, and cabinetry style]
- **Master Suite:** [Walk-in closet details, ensuite bathroom features]
- **Recent Upgrades:** [Note any new paint, flooring, or renovations]

Exterior and Systems:

- **Outdoor Space:** [Deck, patio, fencing, or landscaping details]
- **Parking:** [Garage capacity or driveway details]
- **HVAC/Utility:** [Age/Type of furnace, AC, and water heater]
- **Roofing/Siding:** [Material and approximate age]

Financial Summary:

- **Listing Price:** \$[Amount]
- **Property Taxes:** \$[Amount] (Annual)
- **HOA Fees:** \$[Amount] (Per Month/Year, if applicable)

I have also attached the formal property disclosure forms and a copy of the floor plan for your records. Please let me know if you would like to schedule a more in-depth second viewing or if you have specific questions regarding the items listed above.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]