



# FILE ACTIVITY SHEET

Prepared by: Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Broker \_\_\_\_\_ Email \_\_\_\_\_

**NOTE:** Describe all comments and observations, name the parties involved, and what was done.

FILE# \_\_\_\_\_

CLIENT \_\_\_\_\_

PROPERTY \_\_\_\_\_

DATE	INITIAL	FILE ACTIVITY	TIME SPENT