

Email & Text Auto-Responder Scripts for Real Estate Agents

Quick-Guide to Stay Responsive + Professional

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| General Inquiry (Buyer or Seller Lead) | <p>Subject (Email): Thanks for Reaching Out!</p> <p>Hi [Name],</p> <p>Thanks for reaching out! I'm currently away from my phone/in appointments but will get back to you as soon as possible—typically within a few hours.</p> <p>In the meantime, feel free to share more details about what you're looking for!</p> <p>Talk soon, [Your Name] [Phone Number] [Website]</p> |
| After-Hours Message | <p>Hi [Name], Thanks for your message! I'm currently offline but will respond first thing tomorrow. If it's urgent, please mark it as such. Talk soon!</p> |
| Open House Follow-Up Auto- Reply | <p>Hi [Name], Thanks for stopping by the open house today! If you have any questions or want more info on the home (or others like it), just reply to this message. Happy to help!</p> |



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| Vacation or Out-of-Office | Hi there! I'm currently out of the office until [date] and will be checking messages intermittently. If you need immediate assistance, please contact [Backup Contact Name + Info]. Otherwise, I'll get back to you as soon as I return. |
| New Client Onboarding Auto-Reply | Welcome, [Name]! So excited to help with your real estate journey. I'll be in touch shortly with next steps. In the meantime, let me know the best time for a quick call to get started. |