

What your team actually gets back

Nothing missed. Everything ready.

Real examples of the work Tiffbox Assist prepares for you. Your team sends a scrap of instruction, a forwarded enquiry or a voice note. It comes back as a finished, human sounding draft, ready for you to glance over, approve and send. Every one below started as the short note in grey.

RECEIVED → DRAFTED → HUMAN CHECKED → READY

How to read this pack. The grey box is exactly what your branch sends us, nothing more. The draft beneath it is what your team receives, in your agency's name and voice. No jargon, no robotic phrasing, and nothing invented. Property facts come from your own listings, and anything we can't verify is left for your team to confirm.

1 Buyer enquiry

SALES · FRONT DESK

STRAIGHT FROM THE BRANCH

"Saw the flat on Rosemary Road on Rightmove, is it still available? Thanks, Sarah"

TIFFBOX ASSIST TURNS IT INTO →

Subject: Rosemary Road flat, still available

Hi Sarah,

Thanks for your message about the flat on Rosemary Road. Good news, it's still available.

It's a two bedroom apartment on the second floor, on the market at £185,000. It has a bright, south facing living room, a newly fitted kitchen and an allocated parking space, and it's only a few minutes' walk from the Metro, which people always like about this one.

The easiest next step is to come and have a look. I've got a couple of slots free this week, Thursday afternoon or Saturday morning. If neither works, tell me the days that suit you and I'll fit around you.

It would also help to know a little about where you're up to, so I can make the viewing worthwhile. Are you a first time buyer, buying with cash, or would you have a property to sell first? Whichever it is, that's absolutely fine. And if you do have somewhere to sell, I can pop out and give you a free valuation at the same time so you know where you stand.

Any questions before then, just reply here or give us a call on 0191 555 0142 and we'll be happy to help.

Best wishes,

Jo Bennett

Demo Agency

0191 555 0142 or jo@demoagency.co.uk

STRAIGHT FROM THE BRANCH

"Mrs Doyle rang, thinking of selling her house on Elm Grove, wants an idea what it's worth"

TIFFBOX ASSIST TURNS IT INTO →

Subject: Your home on Elm Grove, happy to come and value it

Hi Mrs Doyle,

Thanks for getting in touch about your home on Elm Grove. It's a lovely street and we've sold a few there over the years, so I'd be glad to come out and give you a proper valuation.

Rather than throw a rough figure at you over the phone that might not do the house justice, it's always best to see it in person. That way I can take account of any improvements you've made and what similar homes nearby have actually sold for recently, and give you a figure you can rely on.

There's no charge and no obligation at all. It usually takes about half an hour, and you'll come away knowing exactly what your home could achieve and how we would go about it.

I've got some availability on Wednesday morning and Friday afternoon this week. Would either of those suit, or is there a day that works better for you?

Looking forward to meeting you,

Jo Bennett

Demo Agency

0191 555 0142 or jo@demoagency.co.uk

STRAIGHT FROM THE BRANCH

"Update the Thompsons at 14 Meadow Rise, 3 viewings, good feedback, one second viewing, no offers yet"

TIFFBOX ASSIST TURNS IT INTO →

Subject: Update on your sale, 14 Meadow Rise

Hi David and Karen,

Just a quick update on how things are going with the house.

We've had three viewings over the past fortnight. Two of the couples were really taken with the kitchen and the garden, and one of them has already been back for a second look, which is usually a good sign. The third pair felt the second bedroom was a touch smaller than they were after, so they're carrying on their search, but the feedback overall has been genuinely positive.

There's no formal offer on the table just yet, but the interest is real and I'd expect that second couple to come back to us this week. Homes like yours around here are taking roughly six to eight weeks to agree a sale at the moment, so we're right on track.

One small thing that might help is the front of the house. A couple of buyers mentioned the hedge, so if you get a chance to give it a quick trim before the weekend viewings, it could lift that first impression nicely. No pressure at all, just a thought.

I'll be straight on the phone the moment we hear anything, and do call me any time if you'd like to talk it through. You're in good hands.

Best wishes,

Jo Bennett

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STRAIGHT FROM THE BRANCH

"Offer on 8 Priory Close, £272k from the Wilsons, first time buyers, no chain, asking was £280k"

TIFFBOX ASSIST TURNS IT INTO →

Subject: We've had an offer on 8 Priory Close

Hi Margaret,

Good news, we've received an offer on your home and I wanted to talk you through it properly.

Mr and Mrs Wilson have offered £272,000. They're first time buyers with nothing to sell, so there is no chain behind them, and they already have a mortgage agreement in principle in place. In practice that means a straightforward, quick purchase with very little that can go wrong further down the line, which is worth a great deal.

The offer is a little under your asking price of £280,000. My honest view is that it's a serious bid from good buyers, and there may be some room to meet in the middle if you'd like me to go back to them. Equally, if you are happy to accept it as it stands, their position makes for a very smooth sale.

Have a think and give me a call when you get a moment, and we'll decide the best way to play it. I'm happy to negotiate on your behalf either way.

Best wishes,

Jo Bennett

Demo Agency

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STRAIGHT FROM THE BRANCH

"Chase the buyer's solicitor on 22 Oakfield Road, sale's gone quiet, seller wants to exchange soon"

TIFFBOX ASSIST TURNS IT INTO →

Subject: Chasing progress, 22 Oakfield Road (Harris purchase)

Dear Mr Patel,

I'm writing to check where we are with the sale of 22 Oakfield Road, where you're acting for the buyer, Mr Harris.

It's a little over three weeks now since the memorandum of sale went out and the searches were applied for, and both our seller and the buyer are keen to keep things moving towards exchange. Could you let me know whether the searches are back yet, and whether there are any enquiries you're still waiting on from the seller's solicitor?

If anything is holding things up at our end, please tell me and I'll get it chased the same day. Our seller is ready to go and would ideally like to be in a position to exchange within the next couple of weeks if at all possible.

I know you're busy, so even a quick line on where things stand would be a real help, and I'll keep everyone on our side updated.

Many thanks,

Jo Bennett

Demo Agency

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STRAIGHT FROM THE BRANCH

"Tom enquired about the two bed on Station Road, still available? Wants a viewing, has a dog"

TIFFBOX ASSIST TURNS IT INTO →

Subject: Two bed flat on Station Road

Hi Tom,

Thanks for your enquiry about the two bedroom flat on Station Road. It's still available, and yes, we'd be glad to arrange a viewing.

Just so you know before you come, it's on at £950 a month, available from the start of next month, and it's let unfurnished. You mentioned you have a dog. The landlord does consider pets, usually with a little extra on the deposit, so that shouldn't be a problem, though I'll confirm it with them for your particular case to be sure.

To get you booked in I just need a couple of quick details. Are you looking to move in for next month, and would you be renting on your own or sharing with someone? Once I've got those I can lock in a time, and I've got slots free on Thursday and Saturday.

Any questions in the meantime, just let me know.

Best wishes,

Jo Bennett

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Tiffbox Assist · sample client communications. Names, properties and figures shown are illustrative. In live use, every draft carries your agency's own branding, voice and real listing details, and is human checked before it reaches you to approve and send.