



# What Can A VA Do For You



## SALES SUPPORT (PHONES)

- Prospecting For Motivated Buyers/Sellers
- Accept and Handle Incoming Calls From Flyers, Signs, Postcards, etc
- Lead Screening and Appointment Setting
- Follow-up Scheduling and Lead Nurturing



## ADMINISTRATIVE SUPPORT

- Receptionist
- Manage Calendars (Travel Plans, Appointments, Personal Events, etc)
- Database Management (Top Producer 8i, Podio, etc)



## LISTING MANAGEMENT

- Manage, Review, and Gather Documents for Listing (Prepare Listing Packet or Listing Presentation)
- Create New MLS Listings and Upload Photos
- Edit and Upload Video Home Tours
- Manage MLS Postings and Properties Advertised on Other Websites



## VALUATIONS

- Prepare Broker Price Opinion (BPO)
- Comparable Market Analysis (CMA)
- Status Reports



## MARKETING & SOCIAL MEDIA

- Create Branded Fliers, Presentations, Videos, Ads, etc
- Create/Manage Email Drip Campaigns and Templates
- Search Engine Optimization (SEO)
- Web Advertising (Craigslist, Realtor.com, etc)
- Manage Social Media Branding and Presence
- Manage and Write For Your Blog



## TRANSACTION COORDINATION

- Maintain The Escrow Closing Process
- Complete All Transaction Process Tasks
- Monitor Timeline For Your Properties
- Work With All Parties to Facilitate Closing (Buyer, Seller, Agents, Inspectors, Title, etc)



## ACCOUNTING & BOOKKEEPING

- Monitor Accounts Payable and Receivable (Usually on Quickbooks)
- Reconciling Bank Statements
- Transfer Utilities For Vacant Properties



## REAL ESTATE TASK

- Seller Lead System
- Property Analysis
- Agent Enrollment
- Build Buyers List
- Social Media Branding
- Selling Deals

