

## Here is a list of some of the services a virtual assistant can provide for the real estate industry.

- Answer the telephone
- Forward calls
- Take messages
- Create websites
- Set up PowerSites™ or single listing sites
- Make appointments
- Send listing information to a multiple listing service
- Fill out necessary forms
- Deliver information and forms to a mortgage company and closing attorney or agent as part of the preparation for closing
- Make and deliver copies of public record
- Write and place advertising in newspaper and other forms of publication
- Receive and deposit funds to be held in trust for others including earnest money, security deposits, and rental payments
- Type forms
- Perform company bookkeeping
- Arrange for and oversee repairs
- Collect demographic information
- Solicit interest in engaging the services of a licensee or brokerage
- Set or confirm appointments (with no other discussion) for:
  - A licensee to list or show property
  - A buyer with a loan officer
  - A property inspector to inspect a home
  - A repair/maintenance person to perform repairs/maintenance
  - An appraiser to appraise property
- Make cold calls
- Make follow up calls
- Organize an open house
- Arrange closings
- Transaction coordination
- Perform clerical duties
- Gather listing information
- Hand out preprinted, objective information
- Distribute information on listed properties when such information is prepared by a broker
- Deliver paperwork to other brokers
- Deliver paperwork to sellers or purchasers
- Deliver paperwork requiring signatures in regard to financing documents that are prepared by lending institutions
- Prepare market analyses for sellers or buyers on behalf of a broker
- Contact management
- Build websites
- Drip marketing campaigns
- Assist with agent recruiting
- Personal tasks such as ordering groceries or making flight arrangements
- Flyers
- Listing presentations
- Virtual tours
- Open house invitations

- Thank you notes
- Newsletters
- Customer call backs
- Property cards
- Postcards - just listed or just sold
- Promotional mailing
- Thank you gifts
- Order promotional items