



The Top 10 Ways to Use a Real Estate Virtual Assistant (REVA)

1. **General Agent support**
 - a. Mail, e-mail, bills and reminders
 - b. Birthday and anniversary cards
 - c. Correspondence
2. **Agent field support**
 - a. Schedule appointments and showings
 - b. Coordinate the fulfillment of stock for property flyers
3. **Create and maintain intranets and online meeting rooms for team interaction**
 - a. Attend the virtual meetings and take notes
 - b. Update files for the intranet areas
 - c. Create web pages for agendas and presentations
4. **Coordinate feedback from showings**
 - a. Gather and distribute reports to agents and or brokers
 - b. Contact the seller with information from agents or brokers' suggestions
5. **Database creation, maintenance and lead generation**
 - a. Hotlists
 - b. Feedback
 - c. Agent Office, Top Producer or other farming resource
6. **Website maintenance**
 - a. Listing enhancements online
 - b. Upload virtual tours



7. **Marketing mail outs**
 - a. Flyers
 - b. Brochures
 - c. Just listed/sold postcards
 - d. Comparative Market Analysis

8. **Create online multimedia**
 - a. Web commercials
 - b. Virtual tours
 - c. Listing presentations
 - d. CD tours and presentations

9. **Listing coordinator**
 - a. Perform clerical support duties from listing to contract
 - b. Coordinate all support activities during listing period
 - c. Mail out or e-mail listing plan of action to the seller

10. **Transaction coordinator**
 - a. Perform clerical support duties from contract to closing
 - b. Coordinate all support activities during process

Make A Commitment: I will review my business and determine whether a VA fits into my business model.

Deadline: _____