



## The Top 10 Ways To Use A Real Estate Virtual Assistant (REVA)

Professional Real Estate Virtual Assistants (REVAs) electronically support Real Estate Professionals (REPs) from a distance. REVAS use the latest technology available to support their clients without geographical boundaries.

### 1. **General Realtor® support**

- a. Mail, eMail, bills, reminders,
- b. Birthday and anniversary cards
- c. Correspondence

### 2. **Agent field support**

- a. Schedule appointments and showings
- b. Coordinate fulfillment 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 webpages for agendas and presentations

### 4. **Coordinate feedback from showings**

- a. Gather and distribute report to agent and or broker
- b. Contact seller with information from agent or broker 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. Clerical support duties from listing to contract
- b. Coordinate all support activities during listing
- c. Mail out or email listing plan of action to seller

### 10. **Transaction coordinator**

- a. Clerical support duties from contract to closing
- b. Coordinate all support activities during process

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