

REMOTE REAL ESTATE ASSISTANT

"THE RIGHT-HAND SUPPORT YOUR REAL ESTATE BUSINESS CAN'T THRIVE WITHOUT"

About Our Services

We selectively partner with agents who appreciate the importance of seamless efficiency and exceptional support, and who recognize the value of investing in top-notch services. Our focus is on managing your behind-the-scenes operations with precision and care, ensuring everything runs smoothly and effectively.

Our services give you back your peace of mind and precious time, allowing you to focus on building relationships and growing your business—**without the burden of administrative tasks.**

Listing Management:

Our done-for-you service covers every detail of listing preparation, from drafting the listing agreement and managing disclosures to MLS entry. We handle everything needed to get your listing market-ready, Ensuring all components are in place for a successful launch when your listing goes live. This allows you to focus on client interactions and negotiations without the stress of administrative tasks.

Offer Management:

Whether you're out at showings or meeting with clients, our done-for-you service ensures your offers are drafted, e-signed, and submitted promptly on your behalf. We handle the entire offer preparation process, providing you with the convenience and peace of mind that your clients are receiving top-notch service, even while you're on the go.

Email Management:

Keep your inbox organized and efficient with our done-for-you email management service. We sort through your emails, flag important messages, prioritize key communications, and ensure nothing slips through the cracks. With our help, your inbox stays streamlined and manageable, allowing you to focus on what matters most without getting bogged down by endless email clutter.

Buyer Appointment Scheduling

Experience the relief of having all your buyer showings expertly managed for you. We handle scheduling, confirmations, and follow-ups, taking the logistical burden off your plate. With us managing the details, your schedule stays optimized, your buyers enjoy a seamless experience, and you can focus on what you do best—selling and closing deals.



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Cost of Services

Per Closing - **\$1,000 per closed transaction**, with a ***minimum commitment of 2 transactions per month***. If fewer than 2 transactions are completed, the remaining balance will be billed for immediate payment.

Our pricing reflects the value of our expert, hands-on support that streamlines your operations, ensures compliance, and enhances client communication and service. By committing to a minimum of four transactions per month, we can become an integral part of your team, providing dedicated, reliable support tailored to your business needs.

Investing in a remote real estate assistant is more than just covering tasks—it's about unlocking your full potential as an agent. High-producing agents are often bogged down by administrative work, client follow-ups, and transaction management, pulling them away from income-generating activities. By having a dedicated and trusted assistant who is reliable and consistently gets things done, agents can reclaim their time and focus on what truly matters—closing deals and building client relationships. This partnership not only boosts efficiency and productivity but also ensures that every detail is meticulously handled, enhancing client satisfaction and driving business growth. With the peace of mind that comes from knowing you have someone dependable on your team, the value is truly priceless.



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Detailed Services List

Listing Management Duties

Our team will perform the following listing management duties to support the Client's real estate operations:

1. **Listing Preparation:** Assisting with the preparation of new listings, including gathering necessary property information, coordinating with photographers for property photos, and compiling listing details.
2. **MLS Entry and Updates:** Entering new listings into the Multiple Listing Service (MLS) and ensuring all property information is accurate and complete. Making updates and changes to listings as needed, including price adjustments, status changes, and any other modifications required throughout the listing period.
3. **Basic Marketing Coordination:** Coordinating the creation and distribution of marketing materials, such as flyers, brochures.
4. **Client Communication:** Maintaining regular communication with sellers to provide updates on the status of their listings, feedback from showings, and market activity. Responding promptly to client inquiries and requests related to the listing.
5. **Showing Coordination:** Managing requests for property showings, coordinating with buyers' agents, and scheduling showings in a manner that accommodates the client's availability and preferences.
6. **Document Management:** Handling all listing-related documentation, including listing agreements, disclosures, and any other required forms. Ensuring documents are complete, signed, and stored in compliance with industry regulations.
7. **Feedback Collection:** Collecting feedback from agents and potential buyers after showings and open houses, and relaying this information to the Client to help refine the listing strategy as needed.
8. **Closing Coordination:** Assisting with the coordination of closing activities once an offer is accepted, including communicating with all parties to ensure a smooth transition from listing to contract to close.
9. **Compliance and Best Practices:** Ensuring all listing activities adhere to legal and regulatory requirements, as well as industry best practices, to protect the Client's interests and maintain professional standards.

Schedule Buyer Showing Appointment

Our team will manage the scheduling of buyer showing appointments as part of the Client's real estate operations, including the following tasks:

1. **Showings Coordination:** Organizing and scheduling property showings and tours for buyers, including coordinating with buyers, sellers, cooperating agents, and any other relevant parties to find mutually convenient times.
2. **Calendar Management:** Keeping the Client's calendar up to date with all scheduled showings, including details such as dates, times, property addresses, and any specific instructions or requirements.
3. **Rescheduling and Cancellations:** Managing any changes to showing appointments, such as rescheduling or cancellations, and promptly notifying all relevant parties while updating the calendar accordingly.



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Detailed Services List

Offer Preparation Management

1. Offer Documentation: Preparing all necessary documents related to offers, including purchase agreements, counteroffers, addendums, and any other required forms. Ensuring all documents are accurate, complete, and in compliance with legal and regulatory standards.
2. Submit Offer: Submitting the prepared offer to the listing agent on the Client's behalf, ensuring all necessary documents are included and confirming receipt.
3. Electronic Signatures: Coordinating the electronic signing of offer documents, ensuring that all required signatures are obtained promptly and that signed documents are properly filed and distributed.
4. Offer Tracking: Maintaining a detailed record of all offers submitted, including accepted, rejected, or countered offers, and keeping the Client updated on the status of each.
5. Compliance and Best Practices: Ensuring all offer preparation activities adhere to legal and industry standards, maintaining professionalism and protecting the Client's interests throughout the offer process.

Email Management/Organization Duties

1. Inbox Organization: Sorting and organizing the Client's email inbox to maintain a clear, structured, and easy-to-navigate system. This includes creating and managing folders, labels, and filters to categorize emails based on priority, transaction status, or client relationships.
2. Email Monitoring: Regularly monitoring the Client's email inbox to ensure timely responses to important communications, flagging urgent messages, and highlighting any time-sensitive matters that require immediate attention.
3. Response Management: Drafting and sending responses on behalf of the Client for routine inquiries, appointment confirmations, or follow-ups, as directed by the Client. Ensuring all communications are professional and align with the Client's voice and standards.
4. Unsubscribe and Spam Control: Managing subscriptions and removing the Client from unwanted mailing lists to reduce clutter, as well as identifying and filtering spam emails to keep the inbox focused and relevant.
5. Archiving and Record-Keeping: Archiving completed communications and maintaining a record-keeping system for easy retrieval of past correspondence relevant to ongoing transactions or client interactions.

Transaction Coordination:

Our team will manage all aspects of transaction coordination from contract to close, including:

- Contract and Document Management: Reviewing and ensuring all contracts, disclosures, and documents are complete, accurate, and compliant.
- Timeline Management: Monitoring deadlines for contingencies, inspections, appraisals, and closing dates to ensure timely completion.
- Scheduling: scheduling inspections, and coordinating with all parties involved.
- Communication: Facilitating clear communication among all transaction parties.
- Final Coordination: Assisting with final closing activities to ensure a smooth and successful closing.



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About Our Services:

We partner with agents who value seamless efficiency and exceptional support, and who understand the value of investing in quality services. We ensure your behind-the-scenes operations are managed smoothly and effectively.



Our services give you back your peace of mind and precious time, allowing you to focus on building relationships and growing your business—without the burden of administrative tasks.

Unburden Your Business and Get Relief from Overwhelming Administrative Tasks

We're here to take that burden off your shoulders. We streamline your workflows, eliminating disorganized processes that lead to missed deadlines and duplicated efforts, so you can focus on providing exceptional service without the added stress.

Struggling with time management while juggling multiple transactions, client communications, and daily tasks?

We will help you regain control by prioritizing high-impact activities, ensuring your time is spent where it matters most. Say goodbye to inconsistent client communication—we will keep all parties informed and on track, enhancing your reputation and client satisfaction.

Struggling with Inefficient Transaction Management?

With our support, you'll have streamlined systems in managing transactions and follow-ups, leading to improved productivity and no more missed opportunities. We will also help you navigate the complex world of compliance and documentation, reducing the risk of costly errors and delays.

Feeling the weight of operational tasks and experiencing burnout?

Let us handle the behind-the-scenes operations so you can focus on growth, networking, and building your client base.

Managing the coordination of multiple transaction elements, from inspections to appraisals, can be daunting and stressful. We provide dedicated support to keep everything on track, allowing you to stay calm and confident throughout the process.

With our assistance, your business will operate smoothly, freeing you up to focus on what you do best—growing your business and serving your clients.

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