

Realtors Support Services

Listing Coordination

1. Enter listing into MLS
2. Upload marketing photos and marketing description, all necessary documentation and addendum to MLS
3. Order Virtual Tour, if required, Create Brochure, Single Property Website and other marketing materials as required.
4. Update Listing status (active/pending sale/ closed), listing prices and send notification announcement to all Agents.
5. Inventory management of all listing and update /renew any expired listing before it expires and updating internal sites that Agent uses for managing its inventory (eg: Ebroker House , Taza, Market Leader, Top Producer. Running inventory report from MLS and update any expired listings.
6. Order Sign Installation or Sign Removal, Lock Box Installation/Removal.
7. Update Show Assist and keep a track through centralized showings services, how many buyers visited per week/per month. If required make courtesy follow up call to buyers agent on how showing went, what they like, what they didn't like etc
8. Update different websites (Realtor.com, Post lets, Craigslist, Top Producer, Zillow, Trulia, Facebook, You tube etc

REO SUPPORT

1. Accept Assignments from Asset Management company (By going to portals such as Equator, Res.NET, Pyramid etc that AM company uses)
2. Assist Pre-Marketer in OCCUPANCY CHECK. Check with Utilities companies if account is active/Inactive to get an idea if property is occupied .Similarly call/email association to get information on occupancy. Though final confirmation on occupancy can only be given after physical inspection, we can assist by looking at some of these online records.
3. Check County Records for ownership info and if COT is recorded in Bank's name.
4. Assist in completing HOA INFO TASK. Check with Association if account is in collection, any HOA related special Assessment. Obtain Estoppel Info, Past dues details and Signed W9 from Association/Law Firm
5. Find out how to obtain HOA rules and regulation, Condo Questionnaire, Budgets and Financials
6. Assist in Completing UTILITY TASK. Turn On utility Account/ Turn OFF utility account when property closes
7. Assist in Completing BPO (Broker Price Opinion) and MMR (Monthly Marketing Report)
8. Prepare Photo Addendum for weekly inspection or as required and submit to PORTALS.
9. Assist in obtaining details of Liens and Violations and any expired permits info and information on what is to be done for its correctness.
10. Coordinates with various CONTRACTORS for Preservation work by obtaining BIDS for any required repair work as instructed by Asset Manager/ Pre-marketer.
11. Doing any Data Entry and document management work as required. (Preparing REO files for each property and updating it as and when required, using the platforms (Taza, Ebroker House etc) that RE agent uses.

CLOSING COORDINATION – TRANSACTION MANAGEMENT – CONTRACT TO CLOSE

1. Receive and review all completed executed contract packages for all signatures and initials
2. Maintain constant communication with Buyer Agent and Seller/ Asset Manager.
3. Present offer to Seller/Asset Manager in bank's website or on bank's form and negotiate with Buyer Agent and Asset Manager to obtain a verbal agreement
4. Coordinate to ensure inspection has been taken place, all liens cleared and utilities on.
5. Coordinate with Title Company, Appraisal Company and Lender where ever lender financing is mode of transaction.
6. Review the HUD for its correctness.
7. Coordinate with closing agency and follow property thru closing.
8. Complete Green sheet & DA request

Besides the above mentioned tasks, if you have any other administrative or data and document management tasks, we can take care of that. Just let us know what you are looking for and scope of work and our team of experienced Virtual Agents can be available.

Just Imagine a Full time Staff working for you without you worrying about managing their Pay Roll, Taxes, Benefits, Leave, Office Equipment, office space etc, exactly the way you want without compromising on quality aspects of your services. Sounds too good to be true, isn't it?

Get in touch with us today, to know more on it!