

AgentSync.



**Save 40hrs a week & 40k a year
with these 50 *Essential*
Virtual Assistant tasks**



HI, I'M JESS.

Your Real Estate Virtual Assistant & Offshoring Expert.

Are you a driven Agency Principal, Real Estate Agent or PM Department Head seeking to take your business to a new level? Do you find yourself drowning in mundane tasks, leaving little time for strategic growth, prospecting or even selling the listings you currently have?

In this task guide and assessment tool, learn how you can scale your business effectively with the support of a skilled virtual assistant.

**Ready to get on top of
your to-do list & actually
grow your business?**



TOP 50 REAL ESTATE VA TASKS



Real Estate Sales & Sales Support:

Lead Generation:

Research and compile potential leads using tools like CoreLogic & Id4Me.

Appointment Scheduling:

Manage calendars and schedule private viewings or appraisal appointments.

Open House Coordination:

Organise and schedule open homes.

Vendor or Buyer Communication:

Respond to enquiries and follow up with clients.

CRM Management:

Update and maintain your CRM system.

Document Preparation:

Draft Agency Agreements, Form 6s and prepare presentation materials.

Listing Management:

Maintain accurate online property listings.

Pre-list & Listing presentation documentation:

Design & assist in gathering information for pre-listing appointments or presentations.

Buyer Feedback Collection:

Gather feedback from buyers after inspections via text or email.

Client Follow-up:

Follow up with clients post-sale for testimonials.

TOP 50 REAL ESTATE VA TASKS



Agent and Property Marketing:

Property Marketing

Gather photos & information to write copy for newly listed properties and complete all of the advertising required.

Social Media Management:

Maintain and update social media profiles.

Content Creation:

Write property descriptions, social media captions and develop marketing collateral.

Email Marketing:

Create, send newsletters and manage campaigns.

Online Advertising:

Coordinate online advertising campaigns and provide reports.

Photography and Videography Coordination:

Schedule property photo and video shoots.

Event Planning:

Plan and execute marketing events.

SEO Optimization:

Implement SEO strategies for agent profiles.

Client Testimonials:

Collect and manage client testimonials.

Market Trends Reporting:

Analyse market trends and create reports.

TOP 50 REAL ESTATE VA TASKS



General VA Tasks

Email Management:

Filter and organise emails for efficiency.

Calendar Optimisation:

Schedule meetings and set reminders.

Reports & Data Analysis:

Analyse data related to the agent, the office or the industry to provide reports.

Travel Arrangements:

Coordinate travel plans for agency executives.

Task Delegation:

Assist in delegating tasks to team members.

Meeting Minutes:

Take minutes via zoom or set up Ai on zoom then distribute meeting minutes.

Document Formatting:

Format documents for a professional appearance.

Translation Services:

Arrange translation services for multilingual clients.

Training Program Development:

Assist in developing training programs for staff.

TOP 50 REAL ESTATE VA TASKS



Property Management:

Tenant Screening:

Conduct background checks on potential tenants.

Lease Administration:

Draft and manage lease agreements.

Maintenance Coordination:

Schedule property maintenance and communicate with tenants & landlords

Rent Collection:

Monitor rent payments and send reminders.

Inspection Coordination:

Schedule routine property inspections and compile reports.

Issue Resolution:

Address tenant issues and coordinate solutions.

Documentation Management:

Organise and maintain property-related documents.

Vacancy Marketing:

Advertise and market vacant properties.

Tenant Communication:

Handle tenant queries and requests.

Database Management:

Maintain a database of property-related information.

TOP 50 REAL ESTATE VA TASKS



Accounts Assistance:

Invoicing:

Prepare and send invoices and track payments.

Expense Tracking:

Monitor and categorize expenses and generate reports.

Financial Reporting:

Assist in preparing financial statements.

Budget Management:

Help create and manage budgets.

Payroll Assistance:

Coordinate payroll processes and ensure timely payments.

Bank Reconciliation:

Reconcile bank statements and resolve discrepancies.

Tax Preparation Support:

Gather documents for tax filing.

Vendor Payments:

Process payments for vendor paid marketing

Financial Software Management:

Utilise accounting software and train team members.

Data Entry:

Enter financial transactions into the system.

\$10 Vs \$100 an hour tasks



Now from the list, categorise these into \$10 per hour tasks or \$100 per hour tasks.

\$10 an hour	\$100 an hour

What has this shown you? Where are you spending your time?



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