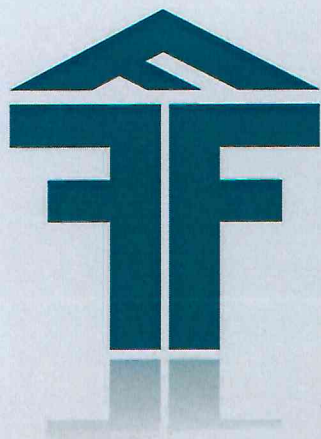


VIRTUAL ASSISTANT

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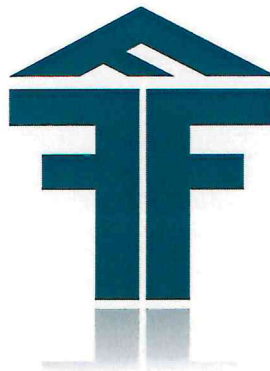


Our virtual assistant calls on YOUR behalf, as part of your team— to transfer customers directly to your cell phone!

-  OPEN HOUSE GUESTS
-  PAST CLIENTS
-  EXPIRED LISTINGS
-  YOUR DATABASE
-  PAST INTERNET LEADS



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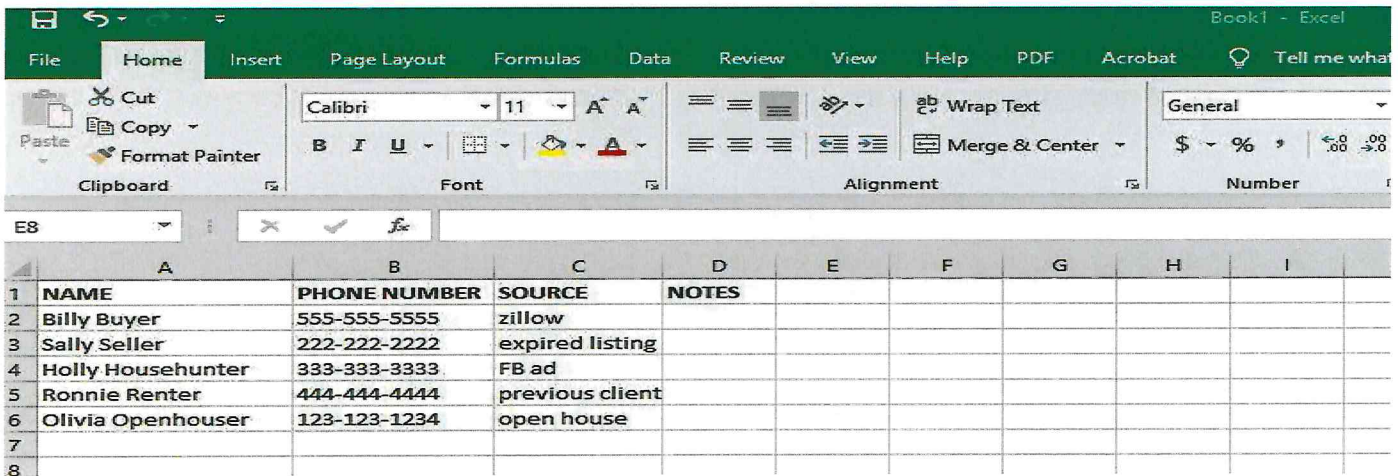


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HOW TO GET STARTED:

1. Use our sample script or create your own.
2. Create an Excel spreadsheet with Name, Phone Number and source of lead. If you have other information on your spreadsheet, you can leave it. The virtual assistant will create a column for notes.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	NAME	PHONE NUMBER	SOURCE	NOTES					
2	Billy Buyer	555-555-5555	zillow						
3	Sally Seller	222-222-2222	expired listing						
4	Holly Househunter	333-333-3333	FB ad						
5	Ronnie Renter	444-444-4444	previous client						
6	Olivia Openhouser	123-123-1234	open house						
7									
8									

3. Complete the Virtual Assistant Intake Form and send to your loan officer partner with your spreadsheet and chosen script.
4. Our virtual assistants will begin calling your list on your behalf, and will attempt to live transfer any warm leads. They will also collect basic information from any interested prospects and send you a lead sheet summary.

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Virtual Assistant Intake Form

Date _____ Realtor Name _____

Name of Realtor Office _____

Realtor Office Location (City and State) _____

Realtor Email Address _____

Realtor Cell Phone # _____

Loan Officer Name (taking transfers from this campaign) _____

Loan Officer Cell Phone # _____

Loan Officer Email Address _____

There are several options for how your list can be handled.

Our virtual assistants will always gather information on the Lead Sheet Summary for any warm leads.

You then have the option to have the calls live transferred to your cell phone or have all Lead Sheet Summary sent to you after the call via email. If you choose not to have lives lead transferred, you can also elect to have your loan officer pre-qualify the lead before you are given their summary.

Do you want warm leads directly transferred to your cell phone? YES / NO

If NO: Do you want your loan officer partner to contact the leads and attempt to pre-qualify them before the summary is sent to you? YES / NO

Do you have a specific calling time you would like the virtual assistant to call your list? _____

**** If this list is for a realtor team and you would like the leads to be given round-robin by our virtual assistant to your realtors, please speak to your loan officer about providing a list of these realtors.**

****** PLEASE MAKE SURE YOUR INFORMATION ON THIS FORM IS ACCURATE AS THIS IS THE INFORMATION THE VIRTUAL ASSISTANT WILL BE USING. ******



Good (morning/afternoon/evening), my name is (name) and I am calling on behalf of (Realtor Name and/or Real Estate Company). At some point, you had expressed interest through (source of lead) on buying or selling real estate. We are reaching out to see if you are still interested in buying or selling real estate.

Answer: YES/ NO

If YES: *Great! Are you looking to buy or sell?*

VIRTUAL ASSISTANT TO COMPLETE LEAD SHEET SUMMARY



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LEAD SUMMARY SHEET



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Buyer Intake Form

<i>Name</i>	
<i>Current Address</i>	
<i>PHONE</i>	
<i>Email</i>	
<i>Best Time to Call</i>	
<i>Are you currently working with a realtor?</i>	
<i>What time frame are you looking to purchase?</i>	
<i>What area are you interested in?</i>	
<i>What is important to you in the town you would like to live in?</i>	
<i>Do you have a price range in mind for your new home?</i>	
<i>Have you spoken to a mortgage company and received a pre-approval?</i>	

Seller Intake Form

<i>Name</i>	
<i>Current Address</i>	
<i>PHONE</i>	
<i>Email</i>	
<i>Best Time to Call</i>	
<i>Are you currently working with a realtor?</i>	
<i>What time frame are you looking to sell?</i>	
<i>Will you be purchasing a new home in the area as well?</i>	
<i>If they are also looking to purchase, ask buyer questions as well!</i>	complete above

NOTES:

VIRTUAL ASSISTANT (NAME):	
DATE:	
LEAD GIVEN TO:	