

# REVA ADMIN SOLUTIONS

Real Estate Virtual Assistant

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## What are the benefits of hiring a Virtual Assistant?

VA's are committed to delivering exceptional support to assist you in your growing Real Estate business. If you are an agent who is busy enough to need extra help, but not quite ready to take on an employee a virtual assistant is the way to go! Pick a plan that works for you and start delegating those tasks that are in the way of you progressing in your Real Estate business.

### Why choose a virtual assistant?

**Experience** - VA's are experienced and familiar with the job they are hired to do, so you will not have to spend as much time on training them.

**Cost** - Having a VA vs an inhouse assistant fees are lower because you do not have to supply them with a working space, computer or other materials. You also do not have to pay things like EI, and CPP since they are independent contractors and not employees.



***Experienced and Efficient.***

References available upon request

## Transparent Fee Structure

We believe in making things easy for you. We understand that the real estate business can have various challenges and tasks each day and some days it can be impossible to juggle it all on your own.

This is why we offer different levels of service packages to help best serve you and your personal business needs that all provide many various tasks that help you succeed in your business.

Service Category	Fee Structure	Description
General	<p>\$1200 per month - 60 hours of services</p> <p>\$800 per month - 40 hours of services</p> <p>\$400 per month - 20 hours of services</p> <p>\$200 per month - 10 hours of services</p> <p>*Additional hours available at \$25/hour</p>	<ul style="list-style-type: none"> <li>● Typing of all agreements: listing agreement, realm data sheet, Fintrac, reco guide, offers, buyer docs + other documents</li> <li>● Sending paperwork to clients for signing</li> <li>● Coordinating/booking of pre-list + after close appointments (photos, staging, sign ordering, window cleaning, revisits, closing gifts)</li> <li>● Brokerloading of listing, mls write up descriptions</li> <li>● Load listing on all outlets: Brokerbay, social media, personal website, other websites you have for your business included</li> <li>● Create marketing for property: feature sheet inclusive of mortgage sheets and school info for printing (printing at your cost), neighbourhood listed cards, door knockers, Canada post walks (unaddressed ad mail)</li> <li>● Upload signed paperwork to brokerage deal portal, follow up for missing items</li> <li>● Update CRM status and launch follow up program for client, add to all mailers, Christmas card lists</li> <li>● Update websites with sold status - website management (add blogs, listings, follow up with leads)</li> <li>● Assist with preparing CMA listing packages, property research, CRM management</li> <li>● Assist organize open houses (book catering, post on websites and socials, ensure signs are available)</li> </ul>