PARCEL REVIEW

Intake Manager Program

Services / Procedures

- Check intake email account daily (Mon - Fri).
- Check virtual mailbox daily looking for returned mail and updating in CRM (LGPass, Pebble, Airtable, Trello, etc.)
- Follow up on all returned offer letters, emails and voicemails received from potential sellers within 1-2 business days.
- Gather as much information as possible from potential sellers using a detailed property questionnaire.
- Present the information gathered and go over any questions or concerns, then submit the property to due diligence, title or mapping research when instructed.
- Due diligence, title and mapping reports are not included in our Intake Manager Program and would be billed separately.
- Review and enter due diligence, title or mapping report information into CRM when provided.
- If you would like to proceed with the purchase, we will negotiate with the seller not exceeding your maximum purchase price.
- Once an agreement is made with the seller, we will draw up the transfer deed and send it to you for approval.
- When the deed is approved, we will send it to the seller via email (no regular mail) to be signed, notarized and returned.
- Once the notarized deed is returned you will be responsible for the recording and payment process to the seller.
- If a mobile notary is necessary to complete a transaction, we will locate notary and set up the transaction to complete the sale.
- If a title / escrow company is necessary to complete a transaction you would be responsible for all communication with the company, but we will maintain contact with the seller providing status updates.

*** Services and procedures may be adjusted to fit client needs upon approval. ***

Pricing / Billing

- Our hourly rate is $25.00, available in prepaid 10-hour blocks ($250.00).
- Time is billed in 5-minute increments (i.e., email check 4 min = 5 min billed).
- Intake Manager Hours will expire 60 days after the purchase date, unless otherwise discussed.
- You will receive a weekly report of the tasks completed and time used.
- You will be notified when your time is running low and additional hours need to be purchased.

Client Information Needed

- General company information (mailing address, phone, fax, etc.)
- General closing practices (direct closing via check, mobile notary, title company, etc.)
- Intake email login information
- Virtual mailbox login information (if available)
- CRM login information (if available)

If you have any questions regarding our Intake Manger Program, please contact us via email at parcelreview@gmail.com.

Serious inquiries only please, we have limited space and are only excepting applicants who meet our guidelines. (There is currently no timetable when an opening will be available. If you are in immediate need of an Intake Manger, we suggest making other arrangements.)

To be added to our waiting list, please use the request form below.

Thank you for your time and consideration!

- Team Parcel Review