



REVStaffing Client Services & Needs Survey

Agent : _____ Office _____
 Phone # _____ Cell# _____ Email: _____
 Agent Time Zone: _____ *Please mark those areas which you believe you need assistance:*

GENERAL PROGRAMS

- | | | |
|---|--|---|
| <input type="checkbox"/> Act 2000 | <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Adobe PageMaker |
| <input type="checkbox"/> Adobe PhotoShop | <input type="checkbox"/> Agent 2000 | <input type="checkbox"/> eNeighborhoods & Homelog |
| <input type="checkbox"/> eProspecting | <input type="checkbox"/> GoToMyPC | <input type="checkbox"/> Homegain |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS Outlook | <input type="checkbox"/> MS PowerPoint |
| <input type="checkbox"/> MS Publisher | <input type="checkbox"/> MS Visio | <input type="checkbox"/> MS Word |
| <input type="checkbox"/> Rainmaker – Gooder Group | <input type="checkbox"/> Realtor.com | <input type="checkbox"/> Settlement Room |
| <input type="checkbox"/> Top Producer | <input type="checkbox"/> Tour Factory | <input type="checkbox"/> Visual Tour |
| <input type="checkbox"/> Home Feedback | <input type="checkbox"/> RealPING | <input type="checkbox"/> Buyer Acquire |
| <input type="checkbox"/> Proquest | <input type="checkbox"/> others | |

Listing Coordination

- | | |
|---|--|
| <input type="checkbox"/> Enter new listings into the MLS | <input type="checkbox"/> Email listing Documents to Broker Office. |
| <input type="checkbox"/> Upload listing to your website | <input type="checkbox"/> Update Websites with changes |
| <input type="checkbox"/> Update Database | <input type="checkbox"/> Upload images/photos/video |
| <input type="checkbox"/> Record description for 800 numbers (Proquest) | <input type="checkbox"/> Convert documents to PDF |
| <input type="checkbox"/> Upload documents to website | <input type="checkbox"/> Edit and/or resize photos |
| <input type="checkbox"/> Ad creation | <input type="checkbox"/> Create Virtual Tour |
| <input type="checkbox"/> Create Exclusive Listing Domain for listing | <input type="checkbox"/> Create property flyer and marketing materials |
| <input type="checkbox"/> Place order for sign placement with your vendor. | <input type="checkbox"/> Order/create Just Listed cards w/QuantumMail |
| <input type="checkbox"/> Create 'branded' flyer template | <input type="checkbox"/> Enter listing to internet sites like Craigslist |
| <input type="checkbox"/> Enhanced listing, Realtor.com | <input type="checkbox"/> Mail listing intro letter to seller w/paperwork |
| <input type="checkbox"/> Email seller the mls link with introduction | <input type="checkbox"/> Create Custom Seller Report |
| <input type="checkbox"/> Showing Feedback calls to showing agents/KimWeb | <input type="checkbox"/> Use of agents subscribed tools |
| <input type="checkbox"/> Weekly verify listing information on all sites. | <input type="checkbox"/> Broadcast email to board w/ listing flyer |
| <input type="checkbox"/> Add open houses to MLS | <input type="checkbox"/> Mail copies of ads to your clients |
| <input type="checkbox"/> Pull hit stats from Realtor.com | <input type="checkbox"/> REO Asset Manager Follow UP |
| <input type="checkbox"/> Other: _____ | |

(Top Producer7i/8i users)

- | | |
|---|--|
| <input type="checkbox"/> Send weekly report to seller | <input type="checkbox"/> Create seller website |
| <input type="checkbox"/> Follow assigned action plan | <input type="checkbox"/> Create listing action plans |
| <input type="checkbox"/> Create closing record from listing | <input type="checkbox"/> Coordinate support activities per action plan |
| <input type="checkbox"/> Create property flyer in Top Producer | <input type="checkbox"/> Daily administration of Listing Action Plan |
| <input type="checkbox"/> Email farm or sphere with new listing flyer. | <input type="checkbox"/> Address and mail thank you notes, etc. |
| <input type="checkbox"/> Market Snapshot | <input type="checkbox"/> Just Listed/Just Sold Postcards |

Closing Transaction Coordination

- Coordinate all support activities during process
- Notification of deadlines
- Traditional Transactions**
- REO Transactions**

SettlementRoom

- Follow your action plan/checklist
- Optional: Purchase and send closing gift
- Short Sale Transactions**

Top Producer

Lead Management/Generation

- | | |
|---|---|
| <input type="checkbox"/> Input new leads into your database | <input type="checkbox"/> Add leads to a marketing drip campaign |
| <input type="checkbox"/> Set website to transfer leads to your Top Producer | <input type="checkbox"/> Monitor leads |
| <input type="checkbox"/> Clean-up contact database | <input type="checkbox"/> Respond to listing information requests |
| <input type="checkbox"/> Follow up with Proquest Technology Leads | <input type="checkbox"/> Check for reverse prospect matches on your MLS |

Drip Campaigns

- | | |
|--|--|
| <input type="checkbox"/> Import your custom campaigns to your database | <input type="checkbox"/> Develop drip email campaigns |
| <input type="checkbox"/> Assign Drip Campaigns like Rainmaker | <input type="checkbox"/> Client Retention long term drip campaign |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> We can help you actually USE your system . |
| <input type="checkbox"/> We can help you customize action plans | <input type="checkbox"/> We can help you customize lead letters |
| <input type="checkbox"/> Address verification | <input type="checkbox"/> Maintain database with mail merge capabilities |
| <input type="checkbox"/> Duplicate removal | <input type="checkbox"/> Data correction |

Marketing Coordination

- CMA's prepared
- Research for comparables on MLS
- Researching public records
- Obtaining information for CMA's
- Listing Presentations created
- Sending and receiving faxes
- Send correspondences & respond to emails received.
- Brochures
- Magazine Design & Development
- Newsletters
- Sales Aids
- Press Releases
- Advertising
- Invitations
- CD tours and presentations
- Top Producer Market Reports

Website Management

- Advanced Access
- Top Producer sites
- Homes.com
- and many others.
- Co IntraNet:
- MLS
- Proquest Tech
- Homes&Land
- Private Eye
- Rainmaker
- Real Estate Coach
- www.quantummail.com

Website Development/Design at \$35 an hour

- Site content-community pages, links
- RealPING code insertion
- Custom Webpage creation
- Custom Logo and Banner Design and creation
- Design
- Traffic Analysis
- Marketing
- Logo Design

SPECIFIC TO REMAX AGENTS

- Listing Flyers
- Web Commercial
- Web Hosting of Materials
- Completely Customize Your Website
- Lead Management
- Responding to requests

SPECIFIC TO KELLER WILLIAMS AGENTS

- Promanage
- Profile
- My Email

SPECIFIC TO COLDWELL BANKER AGENTS

- CB Connect
- Open House.com

SPECIFIC TO CENTURY 21 AGENTS

- [Agent Financial Tools](#)
- [Awards](#)
- [Preferred Client Club](#)

- Design of personalized coversheet and template
- Design of supplemental booklet for CMA
- Researching tax rolls
- Compiling mailing list from area addresses
- Bulk mailings
- Receive and screen e-mail
- PowerPoint presentations
- Flyers
- Leaflets
- Direct Mail
- Trade Show Handouts
- Newspaper Ads
- Announcements
- Form Design
- Forms
- TP Market Snapshot

- Point2Agent
- Number 1 Expert
- Z57
- Websites:** _____
- Internet Contract Forms
- SUPRAKEY Kim Web
- VLS Homes
- Homefeedback
- Tax Search
- Number1Expert
- Top Producer

- Site design and layout
- Search Engine Opt –keywords, meta tags, content review.
- Custom RealPING button creation
- Webpage update
- Logo and Banner Retouches
- Maintenance
- Search Engine Optimization
- Keyword Analysis
- Blog & blog updating

Design Center

- Virtual Tours
- Other Marketing Materials
- RE/MAX Website
- Update Content
- Custom Drip Email Campaigns
- Lead acceptance

- KW Intranet
- My Web Site
- My Promanage

- Lead Router
- Spot Runner

Agent Tools

- Customize a [Listing Presentation](#)
- [Prospecting How To Guide](#)

FSBO & Expireds

Buyer Coordination

Relocation assistance

Buyer Information Packages

DESKTOP PUBLISHING:

Brochures

Flyers

Newsletters

Announcements

Invitations

Form Design

BROKER SERVICES

Agent Recruiting

Recruiting & Hiring

Research & Pre-screen candidates

Training and Development

Travel arrangements

TRANSLATION SERVICES:

Translation from Spanish to English

Translation from English to Spanish

Return to:
Deborah Steuer
deborah@revstaffing.com
REVStaffing/Real Estate Virtual Staffing
www.revstaffing.com 404-819-2933 cell