

Sales Sidekick

“Our Services are supported by Comprehensive Procedures, Checklists and Templates, ensuring you get a seamless and consistent quality of service.”

AML Anti Money Laundering / Compliance

- Receiving, Processing & Follow Up Applications
- E-Filing & File Auditing
- Management Reporting

On Demand Sales Support

Prospecting Support

- Online Research & Reports in Farm Area
- Managing Database & Data Entry Open Home Register
- Data Mining (Finding & Adding Homeowners into Database)
- Prospecting Letters & Mail Distribution
- Newsletters & Marketing Materials, Design & Distribution
- Social Media Management & Promotions
- Events Management Support

Managing Appraisals

- Market Research
- Appraisal Preparation
- Property Reports / Case Studies
- Email/Order to Print Pre-List Pack

Listing Management

- Advertising Text Drafted
- Marketing Preparation (Signboard, Flyers, Ads)
- Open Home Scheduling
- New Listing Emails (Database, Advertising)
- New Listing Social Media Campaign
- Vendor Reports

Opens & Inspections

- Schedule Open Homes
- Social Media Post “Open Homes This Week”
- Enter Open Home Register
- Send Property Info
- Manage General Inquiries
- Final Call to View & Auction Reminders

Customer Care

- Manage Client Gift Ordering
- Manage Sale Anniversaries (Card/Email/Gift)



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