



Suggestions for Potential Assistant's Duties

Allison D. Mooney, CRS, GRI
www.allisondmooney.com
allisondmooney@comcast.net
301 502-2403 cell/voice mail

Answer phone calls

Meet appraisers
Put data into MLS
Inspect & measure homes
Remove Sign
Prepare listing packages

Correct/proof forms & other data

Install lock box
Assemble files
Schedule tours/open houses
Mail "just listed/just sold"
postcards
Call sellers as scheduled
Mail weekly/monthly reports
to sellers
Prepare & send data sheets
to co-op offices

Attend settlements
Assemble & locate properties
for showing
Write contracts

Negotiate contracts

Return keys
Process sale for records
& office files
Schedule/attend inspections
Call expired listings
Mail open house invitations
Maintain FSBO leads
Send all mailings

Handwrite "thank you", "saw you in the news", etc. notes

Hold open house
Make warm calls

Attend Business Meetings

Handle & Sort Mail
Prepare bulk mailings
Return phone calls

NOTES:

Arrange delivery & pick up
printing/copying

NOTES:

Attend Educational Programs

Pay Bills

Keep Car Clean

Type/Word Processing/Prepare
Reports

Maintain contact management
programs

Handle travel

Create Geographic Farm Lists

Follow-up with co-op activities

Install signs

Conduct pre/post listing appointments
deliver pre listing package

Prepare Listing feature book/package

Process listing paperwork

Make extra keys

Install/remove lock box

*Send copies of ALL necessary
paperwork to title company,
mortgage company, etc.*

Make **warm calls** to just listed/
just sold cards

Write ads

Meet home & other inspectors

Follow-up progress of loans

Show properties

Attend pre-settlement walk-thru

Deliver contracts & applicable
documents

Preview homes

Pick up keys, plans, plats

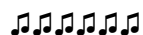
Prepare purchaser's packages

Visit FSBOs & collect data

Call expireds

Follow up calls for Open Houses

Place open house signs & remove



**It's Worth a Thought: "We all have the extraordinary coded within us . . .waiting to
be released". Jean Houston**