

# The 27 Most Common Tasks

## Real Estate Agents Outsource To Their Virtual Assistants



### Top Outsourced Tasks



Prospecting



Database Management



Social Media Management



Data - Entry / Data Mining



Mail Outs / Letters / Appraisals



Cold / Warm Calling



Graphic Design



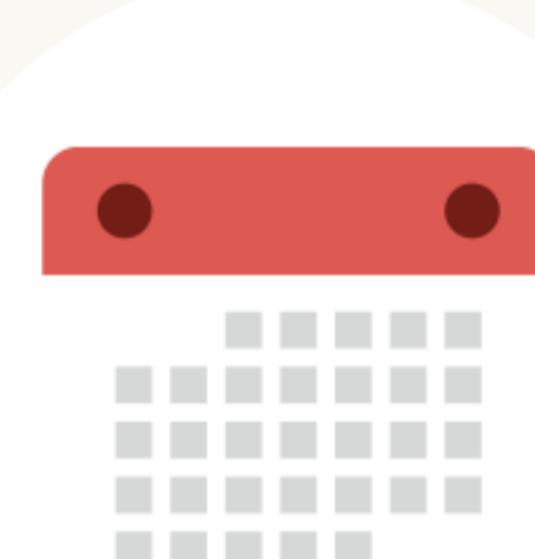
Uploading of Listings / Updating



Tracking Stock



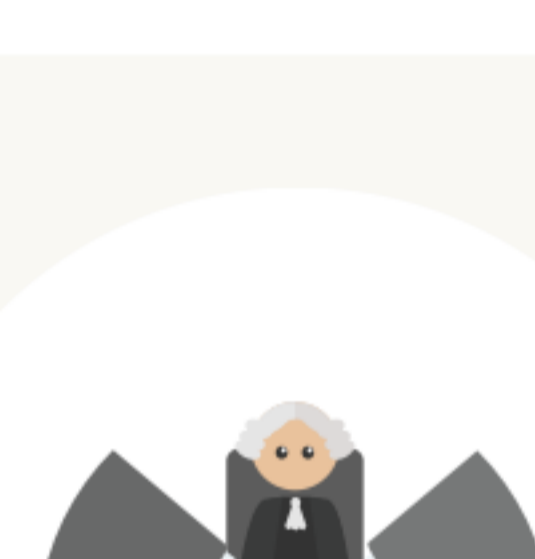
Email Management



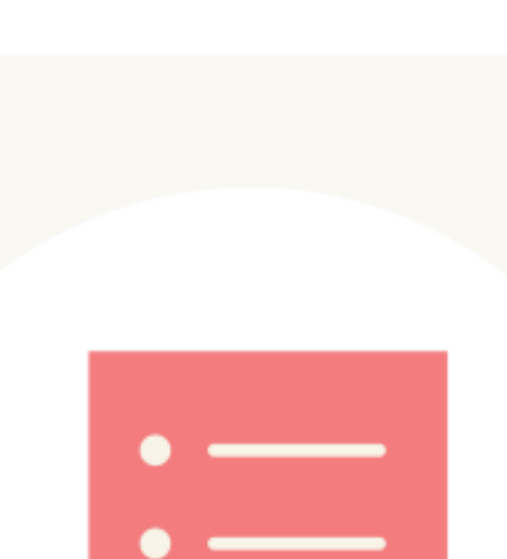
Calendar Management



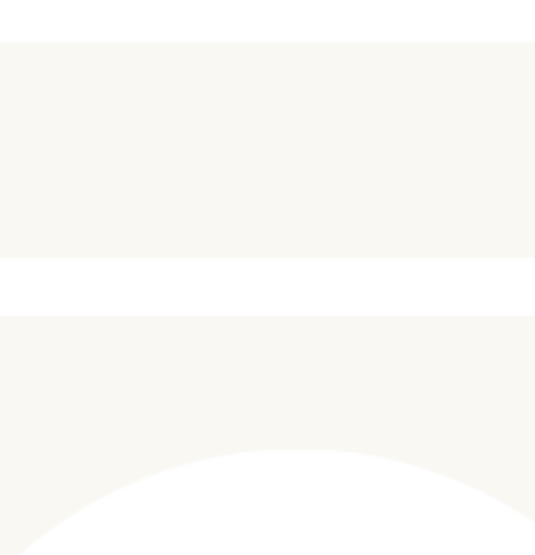
Spreadsheet Management



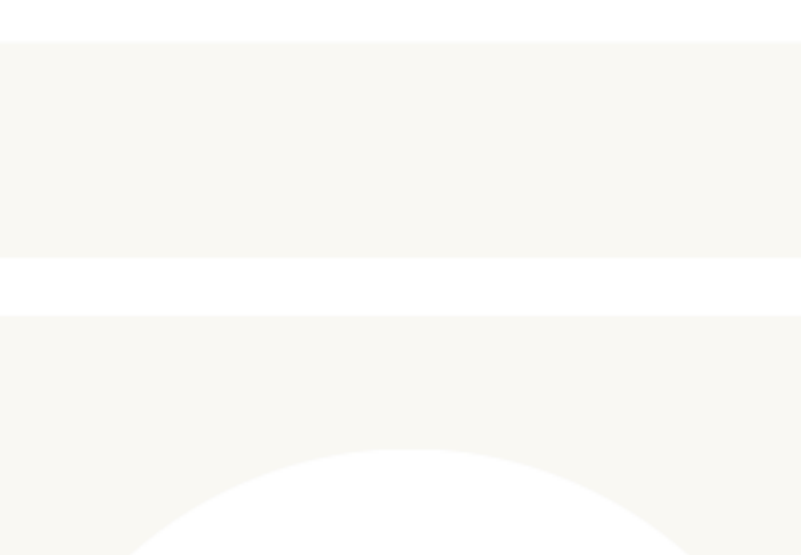
Preparing Agreements/Contracts



Generating Market Reports



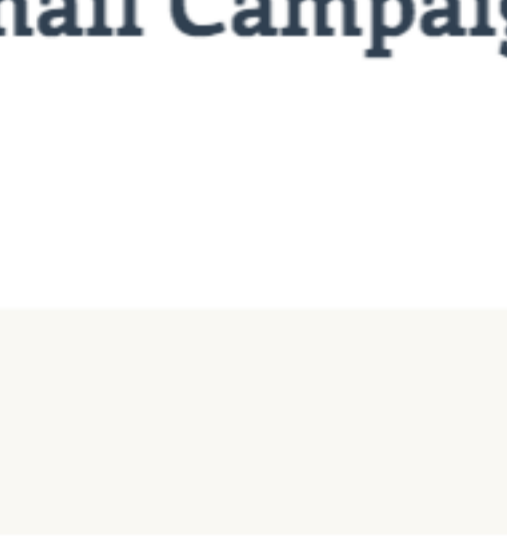
Research



Email Campaigns



SMS Campaigns



Processing Rental Applications

### Other Tasks



Scheduling Routine Inspections



Transcription



Basic Bookkeeping



Online Filing Documents/ File Management



Invoicing



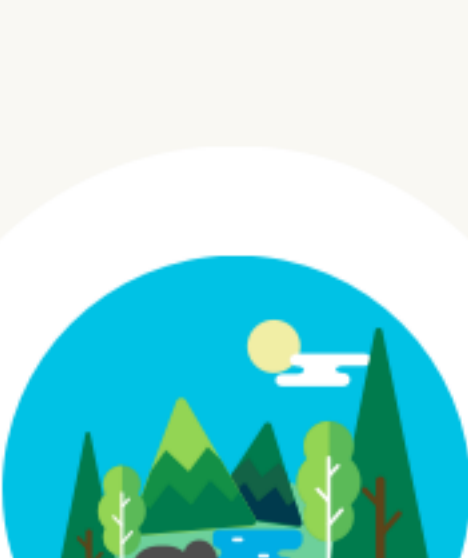
Lead Generation



Appointment Setting



Basic Website Management



Basic Blogging/Content Writing

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