

WHAT CAN A REAL ESTATE VA

Take Off Your Plate?

A Real Estate Virtual Assistant can keep recurring work moving while you stay focused on clients, relationships, negotiations, and growth.

Virsi stance combines trained VA capacity with workflows, supervision, quality checks, and escalation support.

REAL-LIFE SCENARIO

You're at your child's soccer game — and a client wants to submit an offer.

Your ongoing VA prepares approved offer-support materials using your established process for your review, organizes the file, coordinates routing after approval, and tracks what is still needed.

You retain pricing, terms, negotiation, and final authorization.

WHICH SITUATION SOUNDS MOST LIKE YOU?

Get Organized

Your business feels scattered or harder to manage than it should.

- CRM or database needs cleanup
- Files and follow-up are inconsistent
- Recurring tasks live mostly in your head

Often points toward Database Cleanup or Silver support.

Add Reliable Capacity

Business is moving, but you are dropping balls or doing too much yourself.

- Leads and follow-up need consistency
- Listings, buyers, and marketing compete for attention
- You need continuity, not just occasional help

Often points toward Gold-level support.

Delegate Defined Responsibility

You need someone to help run part of the business — not just complete isolated tasks.

- Important functions have no clear owner
- You still assign and check everything
- You need reporting, visibility, and accountability

Often points toward Platinum-level support.

ONGOING SUPPORT GROWS WITH THE RESPONSIBILITY YOU'RE READY TO DELEGATE

SILVER**Execute****Baseline-Ready Execution**

Defined backend work with more frequent direction.

Minimum 20 hours/week

GOLD**Coordinate****Experienced Workflow Management**

Broader workflow management with greater continuity.

Minimum 40 hours/week

PLATINUM**Own****Defined Functional Ownership**

Defined functional ownership within agreed authority.

Minimum 40 hours/week

Virsi stance supports the work through training, workflows, supervision, quality checks, and clear responsibility boundaries.

YOU DO NOT ALWAYS NEED THE SAME KIND OF SUPPORT

Choose the Support Path That Fits the Moment

REAL-LIFE SCENARIO

You are driving between clients and need MLS data before the next meeting.

You also realize the clients from your previous meeting need comparable-property information. A separately engaged Listing Specialist Support or Buyer Specialist Support engagement may be able to pull requested MLS and public-record information, organize approved reports, and send agent-approved materials.

You retain valuation interpretation, pricing recommendations, and professional advice.

REAL-LIFE SCENARIO · RENTAL LEAD SUPPORT

Your listings and active buyers need your attention, but rental inquiries keep coming in.

Your VA responds using approved scripts, gathers the renter's requirements, confirms basic qualification criteria, sends agent-approved rental videos and property information, and schedules appropriate showings around your availability.

You retain property selection, professional advice, application decisions, negotiation, and all licensed responsibilities.

THREE WAYS TO WORK WITH VIRSISTANCE

Ongoing VA Support

For recurring work, continuity, and growing responsibility.

- Assigned VA learns your approved process
- Support may expand from execution to coordination or defined ownership.
- Best when work repeats and the relationship matters

Client-Directed Hourly Support

You direct, train, and supervise the VA directly.

- Virsiistance recruits, screens, onboards, and replaces the baseline VA
- Ongoing supervision, QA, backup, and reporting are not included unless separately contracted

Per-Transaction Specialist Support

For a defined listing, buyer, or transaction need.

- Use support for a narrower situation
- A recurring VA package may not be required. Scope and availability are confirmed separately.

NOT READY FOR ONGOING VA SUPPORT? START WITH A DEFINED NEED.

"WHO DO I CALL FIRST?"

Your contacts are scattered, follow-up is inconsistent, and you are not sure what kind of VA support you need yet. Database Cleanup can organize, tag, and improve the usability of your database so you can see what you have, what needs attention, and where ongoing support may help next.

Database Cleanup improves the database; it does not automatically include ongoing lead management or broader VA support.

"I ALREADY NEED TRANSACTION HELP"

You already need help with a listing or buyer transaction—and you need more than deadline tracking alone. Listing Specialist Support or Buyer Specialist Support lets you experience Virsiistance through a defined transaction while receiving broader listing or buyer support, with Full Transaction Coordination through closing included.

When only Full Transaction Coordination is needed, the standalone TC service remains available separately.

Let's identify what a VA can take off your plate.

Schedule a Real Estate VA Consultation.

1-844-847-7478 joy@virsistance.com www.virsistance.com

Representative examples only. Final scope is confirmed based on your workflows, systems, volume, authority boundaries, and agreement.