**Team Duties** 

**Lead Agent:**

Cash Checks

Lead Generation

Listing Appointments

Team Presentations

Calls, Notes & Pop-Bys

Negotiations

Home Inspections - Pop in for debrief when can

COE Signings & Keys when able

Manage Agents & Clients

Oversee Transactions and Operations

Marketing Plans

Internet Management

Farming Management**Working Agents:**

Contact leads immediately or let someone know if can’t

Keep Team Lead updated and in touch with clients too

Listing Appointments

Calls, Notes & Pop-Bys

Negotiations

Search & show properties

COE Signings & Keys

Maintain and turn in paperwork to Admin Agents

Office Tours

Open Houses when available

Stay in Touch Weekly with all Clients

**Admin Agents:**

Packets for inspections, walkthroughs & signings

Review Settlement Statements

Answer Phone & Follow-up, screen calls

Marketing & farm mailings to printers

TNI Ads, MLS & Longnet

Initial Lead Contact/Follow-up (distribute & track)

Showing Feedback

Assist in Preparing Contracts

Open Escrows

Set Up Inspections

Repair Bids & Monitoring, visit house as necessary

Update Transaction Spreadsheets Daily, monitor deadlines

Transaction Checklist daily, Transaction Management

Homework for all agents

E-Mail Management

Turn in all paperwork to Skyslope

Electronic filing & backup

Order & Makeup Homebooks

Prepare & Keep Buyer/Seller Books

Listing & Picture Input (Save pics in DropBox for agent to reorder)

Update Trulia, Zillow & Realtor.com

Manage calendar

Payroll

Anniversary Cards (Team & RA’s)

End of Year Settlement Statements

Keysafes & SignUp