

Realty Broker Office™

Brokers,
Grow Your Brokerage by
Giving Technology to Your Agents

SHOW YOUR AGENTS THE BENEFITS

COVER YOUR OFFICE -&- AGENTS WITH ONE SOFTWARE

Your office staff gets a system to take care of the back office functions likes commission splits, deductions, fees, transactions, documents, forms, agent invoices, sales volume, follow-up activities, etc.

AND Your Agents get a complete real estate system that cover the needs of their business; all with their own login and managing their own business information.

PLUS you get to monitor how your agents are doing; so you'll know who needs help and more training.

BENEFITS & FEATURES

Give your business a competitive advantage by using real estate software technology that covers your office and your agents from prospects to closings.

No more needing different and separate program for prospects, contacts, documents, clients and transactions. It's all included in Realty Broker Office™.

SUPPORT

Support is included for your staff and agents.

Simply use the "Click to Talk" in your help section. You can ask questions, submit requests, and offer ideas.

Watch training videos at your convenience and get more in depth information about the different features.

Use the Knowledgebase to search for answers and solutions

CONTACT US

(866) 459-4597 x252 www.RealtyBrokerOffice.com

YOUR AGENTS BENEFITS & FEATURES

<p>Prospects and Contacts</p>	<p>Take charge of your leads and get more of them to become clients.</p> <p>You spend money, time and effort getting people to contact you, so make sure you are not letting any of them fall through the cracks.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - import leads from other sources - track how person found out about you - track the readiness; i.e., hot, warm, cold, ready now, etc. - follow-up activities - next follow-up date - checklist items - documents, forms, reports
<p>Referrals</p>	<p>Past and current clients are great sources for referrals.</p> <p>You did a GREAT job for your client. You marketed the property, held showings, negotiated price, and got it sold. Have you asked them for a referral?</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - track referrals you give to others - track referrals others give to you - calculate referral fees - enter referral transactions - track the referring agent - track the referring broker - provide reports of referrals, types of referral, referral fees
<p>Internet Marketing</p>	<p>80% of sellers and buyers start their property search online. How many of those leads are you getting?</p> <p>The internet has millions of websites and destinations. The one important thing to remember is that you should be in the locations where your target market is visiting.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - display your listings on your website - display your listings on any internet location - capture internet leads - auto post internet leads as a prospect in your system - send email notification of new internet prospect - download your listing data

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<p>RBO Mobile™</p>	<p>Good customer service is always important. Your clients and potential clients have questions and are contacting you for answers.</p> <p>Responding in a timely manner gets people to contact you more. It also keeps them wanting to continue to utilize your services.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - access to your RBO system from your cell phone, pda, ... - real time access to contact information - eliminate syncing your data - upload pictures from your cell phone - check appointments - take a quick view of activities - search list of buyers and sellers
<p>Clients</p>	<p>You want to get the deal done as quickly as possible.</p> <p>You can make the process smooth and easy by staying on top of issues, concerns and what's working for each of your clients.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - manage client activities - track detail client information - track co-sellers and co-owners - attach documents, including signed documents - request and receive documents electronically - setup checklist for each client - track due dates - track completed items - schedule appointments - notify clients of appointments - track showing instructions - track showing times - enter advertising information - track services and related fees - add property pictures - track co-agents and teams
<p>Electronic Documents</p>	<p>Collect and store documents in one location</p> <p>Make it easy for yourself and your clients to get you the documents you need. Keep all clients documents together for easy access should questions come up, and to have everything you need for closing.</p>

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	<p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - electronic request documents from clients, vendors, ... - electronic receive documents from clients, vendors, ... - upload documents - attach default documents - set due dates - submit documents to your broker
<p>Transactions (deals & closings)</p>	<p>Make sure you have everything in place to get the deal closed</p> <p>Explain to your clients what they can expect at closing. Inform them of timelines and let them know how long the process can take. Get them mentally ready to handle last minute requests.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - enter and manage transactions - handle different types of transactions - add other fees - revenue type transactions - track documents - track to do items - enter transaction services fees - track if service fees are billable - manage escrow funds - track earnest money deposit - track escrow company, lawyer, title companies - track estimated closing date
<p>Commission</p>	<p>You've done the work, now it is time to get paid.</p> <p>The commission that you are expecting to be paid should be in writing. You should also be clear on the accepted selling price and any amounts on which your commission will be based.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - calculate commissions, including co-agents - calculate agent deductions and fees - calculate broker deductions; including pre and gross - calculate gross commission - calculate commission due to co-op brokers - calculate referral commission - calculate commission for other services - calculate commission using an alternate commission base - calculate broker profit / loss - create agent invoices - enter commission splits - manage commission deductions - setup default deductions - manage commission percents

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<p>Calendar Appointments</p>	<p>You should always know what's next or what's coming.</p> <p>Always keep your clients informed and in the loop about what is happening. Be on time for appointments, and call head if you are going to be late or need to re-schedule.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - manage your schedule - enter appointments - set appointments in different time zones - view schedule for today, next week, and by the month - connect your appointment to a prospect, showing, etc. - set appointment priority - add appointments to others calendar - add global appointments
<p>Reports</p>	<p>Are you meeting your prospects and sales goals?</p> <p>Set aside time on a routine basis to check how your marketing efforts are performing. You should also check if you are meeting your commission goals. Make the necessary adjustments to meet your targets.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - run reports for prospects - run reports for clients - check commission disbursements - check commission earned this year and other time periods - check commission you have in the pipeline - check commission from referrals - listing summary reporting - prospects notes and follow-up activities - audit reporting - year end 1099
<p>Forms</p>	<p>Make sure your clients complete documents in a timely manner.</p> <p>Organize your documents, forms, letters, and templates in a manner that makes it easy for you to find them. Be sure to update your documents when things change.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - upload forms and documents to your system - define your own folders and categories - put documents in folders

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<p>Import / Export</p>	<p>Consolidate your information into one location</p> <p>Save yourself lots of time by eliminating the number of places you access to find your information.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - import your prospects - import your contacts - import your listings - import your buyers - export your prospects, contacts, listings, and buyers
<p>Checklists</p>	<p>Keep track of your "to do" items for prospects, clients & deals</p> <p>Confirm that things are moving forward and getting done. Plus make sure that everything is complete and ready for closing. Keeping a systematic checklist makes it easy to stay on track, and it makes for a much smoother process.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - setup a checklist for each prospect, client, transaction - have unlimited items in your checklist - easy add and remove items to / from your checklist - set due date for each item - log when each item is complete
<p>Virtual Office</p>	<p>Take advantage of technology to make running your business easier.</p> <p>You are on the go; your clients are on the go; and lots of people are on the internet. Utilize real estate web technology that lets you work from any location without missing any important information.</p> <p><u>Realty Broker Office lets you:</u></p> <ul style="list-style-type: none"> - work from home, office, coffee shop, any location - your information is always up-to-date - your information is updated in real time - no software to install - no software upgrade headaches - no computer operating system to worry about - auto receive new updates and features
<p>More Features</p>	<p>Visit www.RealtyBrokerOffice.com</p>