

REO LEAD SPECIALIST WEEKLY CHECKLIST

PROPERTY: _____

Lead: _____

Date: _____

*****Reminder – Please visit the property WEEKLY until it closes*****

Initial / Date

Task

Bring all other Realtors business cards that were left back to REO team – please note which house they are from

Visit the property WEEKLY.

Take 1 exterior and 1 interior photos (time & date stamped), email to REO office along with this form.

Report any new damages, repairs needed, leaks, problems, etc.
Take Photo if possible

Does property need more pamphlets and/or flyers put in home?

Are any open houses scheduled? DATE: _____

Track all Company generated leads, system used:

_____ # of Leads this week?

SYSTEM:

_____ MLS Prospect Bin

_____ CRM Software (ERAPORTCHARLOTTE.COM)

_____ If other is used, please describe _____

Completed _____

SIGN & RETURN TO REO TEAM

DATE

** Security - make sure property is locked. Report any vandalism to the REO team.

**Report any new damages, repairs needed, leaks, problems, etc. (take photo, if possible)

**Utilities, water is off at outside of home, AC is set to 82 degrees & electric is off at the breaker box (except for A/C).