

ALL / PROS

ONLINE SALES MEETING

DATE & TIME: May 26, 2020 @ 10:00am Via Zoom Online

SPEAKERS: Win Sasse, James Davis, Wanda Harris, Reina Mitchell, Michelle Wheeley

OPENING & ANNOUNCEMENTS:

1. Win opened meeting with following items:
 - 1) Congratulations to the Agents of The Month (awards placed in your box)
 - March – APR: Luann Burns/Listings, Gerry Sessor/Sales
APRE: Michele Cericola/Listings, Chris Mangold/Sales
 - April - APR: Gerry Sessor/Listings, Luann Burns/Sales
APRE: Tony Horner/Listings, Patrick Venditti/Sales
 - 2) Congratulations to Linda Bell; recipient of the HRRRA Circle of Excellence Bronze Award 2019
 - 3) Welcome to our newest agent, Linda Tropea (Patrick Venditti's sister). Linda is a newly licensed agent and we are thrilled to have her join our team.
 - 4) Office Renovations Update: Upstairs will be finished by or before May 31st. Downstairs renovations will begin first part of June.
 - 5) COVID-19 Update: A huge thank you to Theresa Chu for providing our office staff with the beautiful masks she made. Theresa made masks during self-quarantine to support doctors, schools, churches, and nursing homes.
 - 6) Moseley Real Estate School: Just a reminder that Karin Barrett is teaching Real Estate Classes at All/Pros. If you know anyone who might be interested, please send them her way!
 - 7) Holidays: We hope all our mom's had a wonderful Mother's Day and hope everyone had a safe and blessed Memorial Day.
 - 8) Marketing Updates - Reina Mitchell, All Pros Marketing Coordinator, shared the following:
 - Google Reviews & Feedback – Our company will soon be sending emails when properties close to buyers and sellers (within 3-5 day window) with a link to provide 5 star reviews and text box to provide feedback on ways we can improve. Reina will forward your client's feedback to you.
 - New Listing & Sold Listing Flyers: Now being created and posted on social media for all agents.

PRESENTATION & DISCUSSION:

1. James Davis provided Property Base Training and Updates:
 - 1) PHONE APPS: iPhone App available, but still working on app for Galaxy/Android Phones (for now you can set a shortcut from internet to your home screen).
 - 2) CALENDAR INVITES: Make sure you are already logged in to RSVP
 - 3) AGENT CHECKLIST: Please provide feedback; we will be updating it soon.
 - 4) SUBMIT BUTTON: Do NOT need to click the submit button (this is only for submitting to funding/accounting but we are not currently using this feature).
 - 5) CLOSED TRANSACTIONS: Once Transaction is marked closed in Property Base it should automatically move from active transactions folder to filed transactions folder. There seems to be a glitch with this, so we will research and keep you posted.
 - 6) ALTA SETTLEMENT STATEMENTS: Michelle uploads a copy with check to your transaction.
 - 7) EMD REMINDERS: Michelle uploads a copy to your transaction when we receive it.
 - 8) DOCUMENTS: Document titles have been revised a few times. We are doing our best to match them up with the titles and order that you're used to seeing on our transaction checklists. Also, anytime you upload or change documents it's important to click on the "Documents" tab at the top and NOT the "Upload Documents" blue tab at the right of the screen because it will take you to a section full of documents you don't need. See screenshot below.
 - 9) UNUSED DOCUMENTS: Michelle Wheeley explained how you can upload your docs via the personalized email created under each transaction. If you upload this way, any unused documents will remain available for you to assign at a later time.
 - 10) FALL THRU'S: When deals fall through place the fall-thru contract under the "Fall Thru Report" section along with the Fall Thru Report (Combine as one document).
 - 11) REIN INPUTTING: If we do your REIN inputting for you, please add Michelle Wheeley (Front Desk) as a Coordinator Contact in the contact section of your transaction. This way she'll receive notifications that documents have been added to Property Base that need to be inputted into REIN for you (or just send her an email notifying her). She will upload a copy of your MLS into Property Base if she does your REIN inputting.
 - 12) PROPERTY MANAGEMENT: Property Mgt. items are not to be inputted at this time (continue to turn in same way you always have until further notice).
 - 13) PROPERTY ADDRESS, DATES, & CONTACTS: When starting a new transaction please remember to add the property address, dates, and contacts. One helpful reminder is to work from the left to the right (tabs at top change from orange to gray once they've been completed).
 - 14) BACKUPS: Important to get into habit of backing up your transactions.
 - 15) CAMSCANNER APP: Brenda Armitage shared an app she uses called CamScanner which can be used for converting your documents into PDF format if you would like to check it out.