

SmartMap Systems

Account Set Up Form

Agent Info:

Agent Name

Agent MLS Code

Agent State License #

Agent Phone

Agent Fax

Agent Email

Agent Brokerage Name

Broker MLS Code

Broker State License #

Broker Mail Address

Broker Mail City

Broker Mail State

Broker Mail Zip

Check One:

I'm a Real Estate Agent making offers for my investor clients

I'm a Real Estate Agent/Investor making offers for myself

I'm a Real Estate Agent/Investor making offers for myself & my investor clients

I'm an investor working with a Real Estate Agent to make offers

What state will you be making offers in?

Text and Email Alerts – you can change these settings at any time

Do you want to receive property alerts via email? Yes No

Do you want to receive property alerts via text msg? Yes No

Property Search Criteria – you can make changes to your criteria or add additional searches at any time

List price Min Max

Equity Percentage (10%, 15%, 20%)

Rental ROI Percentage (4%, 5%, 6%) Only if you are looking for Rentals

Home Types single family patio home townhouse condo mobile/manufactured

Square Feet Min Max

Lot Square Ft Min Max

Garage Min Max

Carport Min Max

Bedrooms Min Max

Bathrooms Min Max

Year Built Min Max

Pool Yes No Either

Buyer Set Up

Buyer's Name

Signer's Name

Buyer's Mail Address

Buyer's Mail City

Buyer's Mail State

Buyer's Mail Zip

Buyer's Phone

Buyer's Email Address

Which email addresses do you want to receive BCC's of submitted offers?

What "Reply Name" would you like to use when Listing Agents reply to emailed offers?

What "Reply To" email would you like to use so Listing Agents can respond to your offers?

Timelines

work days to Close of Escrow

days to complete the due diligents (Inspections)

day(s) for Seller to Accept the offer

~~What~~ time of day for the Seller to Accept the offer

Title Company Info

Title Company Name

Escrow Officer

Address

City

State

Zip

Email address

Phone

Fax

Earnest Money form

Personal Check

Wire Transfer

Additional Terms

What additions terms would you like to include on all your purchase contracts?

SmartMap Systems

Follow Up Email Set Up Form

Simply fill in the info requested. We'll set up your follow up emails for you. Please create a custom email in your own words for each follow up email. Samples are provided to give you some direction. Be sure to create at least 1 follow up email for each category. Also include which day of the email campaign to send out each sequential email

Active Email 1 – send out on day After Offer date

Sample 1

Just following up on the offer I sent you below. My buyer remains very interested in your property and is hoping to put a deal together.

You can rest assured that my buyer is a serious buyer and we would love to close this quickly for you.

Active Email 2 – send out on day After Offer date

Sample 2

My client is still interested if something changes. I would love an update when you have a chance.

You can rest assured that my buyer is a serious buyer and we would love to close this quickly for you.

Active Email 3 – send out on day After Offer date

Sample 3

My buyer remains interested in the property. Please update me when you have a chance.

You can rest assured that my buyer is a serious buyer and we would love to close this quickly for you.

Back on Market Email 1 – send out on day After BOM date

Sample 1

I see your listing is Back on Market. My buyer is still very interested and we would love to close this quickly for you and your seller. Please update me when you can.

Back on Market Email 2 – send out on day After BOM date

Sample 2

Just checking in. My buyer is still interested in this property. Is your seller ready to put a deal together?

Back on Market Email 3 – send out on day After BOM date

Sample 3

Hope all is well. Just a quick follow up to see where your seller is with this property. Please shoot me an update when you can.

Pending Email 1 – send out on day After Pending date

Sample 1

Congrats on the accepted offer! I'm following up to see how things are working out with your current buyer on the sale of your listing.

My client is still very interested if something changes. I would love a quick update when you have a chance.

Pending Email 2 – send out on day After Pending date

Sample 2

Just checking in on your current buyer for your listing. Is everything still moving forward smoothly?

My buyer is still interested, so please update me when you have a chance.

Pending Email 3 – send out on day After Pending date

Sample 3

I thought I would check in again and see how everything was going on the sale of your listing.

All good with the current buyer? Still progressing well? I would love a quick update when you have a chance.