

Can your team handle more deals without more admin?

A quick check for real estate operations leaders

Your TC's expertise should go to clients and agents, not keeping every record in sync. Mark what is true for your team today.

SIX QUICK QUESTIONS	YES	NO	I DON'T KNOW
01 If your TC took a week off, could another teammate keep their closings moving using the deal files?	☐	☐	☐
02 Could someone find an active deal's status, next deadline, and next owner without calling the TC?	☐	☐	☐
03 Could you trace a changed deadline to the signed contract or amendment without searching email?	☐	☐	☐
04 When a new contract arrives, are its details entered once instead of copied into several systems?	☐	☐	☐
05 When a signed amendment changes a date, do the timeline and tasks stay current without updating each place by hand?	☐	☐	☐
06 Do important details from calls and emails reach the deal file without relying on someone's memory?	☐	☐	☐

COUNT YOUR ANSWERS YES ____ NO ____ I DON'T KNOW ____

Most checks point to a next step. If any No could stall a closing, start there. Ties: No, then I don't know.

MOSTLY YES

Ask your TC which step still involves repeat entry. Test any tool on a real file before keeping it.

MOSTLY NO

Follow one contract or amendment with your TC. Count the places they update by hand. Start with one repeat step.

MOSTLY I DON'T KNOW

Open one live file with your TC. Find its status, next deadline, and signed change. Ask who keeps each current.

ANOTHER WAY TO MAKE ROOM FOR YOUR TEAM

Ava is one way to test this. Bring a real contract and amendment to a walkthrough; see what Ava captures and updates in the working file. Let your TC judge whether it removes work while they handle the people and decisions.

Learn more at listedkit.com