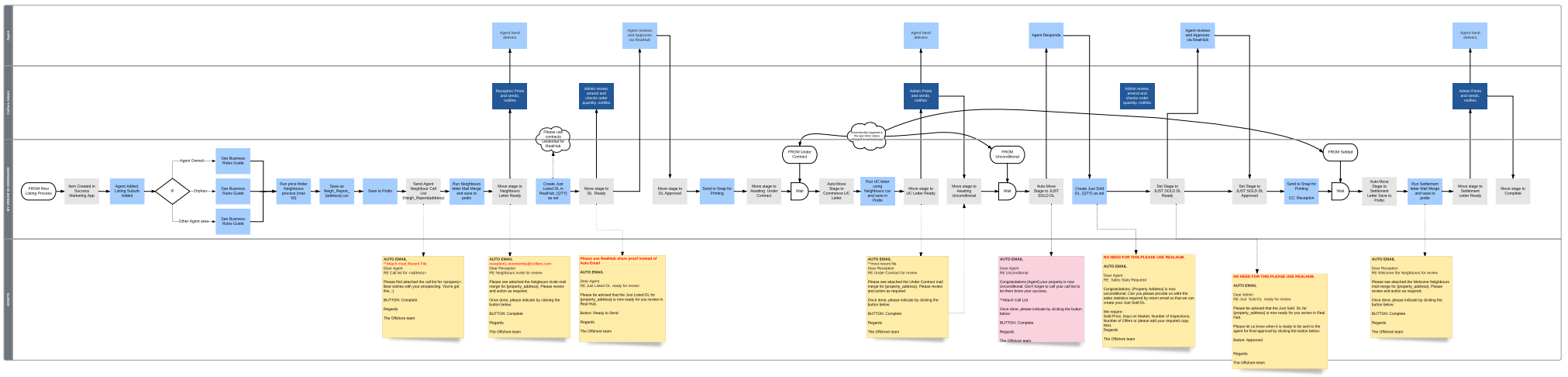
Agent
Admin & Admin
MY REALHUB AUTOMATIONS
ASSETS
FROM Rent Listing Process
Item Created in Success Marketing App
Agent Added, Listing Suburb Added
IF
Agent Owned
Orphan
Other Agent area
See Business Rules Guide
See Business Rules Guide
See Business Rules Guide
Run price finder Neighbours process (max 50)
Save as Neigh_Report_[address].csv
Save to Podio
Send Agent Neighbour Call List (Neigh_Report[address])
Run Neighbours letter Mail Merge and save to podio
Move stage to Neighbours Letter Ready
Reception Prints and sends, notifies
Agent hand delivers
Please use RealHub share proof instead of Auto Email
Create Just Listed DL in RealHub, [QTY] as set
Admin reviews, amends and checks order quantity, notifies
Move stage to DL Ready
Agent reviews and Approves via RealHUB
Move stage to DL Approved
Send to Snap for Printing
Move stage to Awaiting Under Contract
FROM Under Contract
Wait
Auto Move Stage to Commence UC Letter
Run UC letter using Neighbours csv and save in Podio
Move stage to UC Letter Ready
Admin Prints and sends, notifies
Agent hand delivers
Automatically triggered in the app when status changed to Unconditional
Move stage to Awaiting Unconditional
FROM Unconditional
Wait
Auto Move Stage to JUST SOLD DL
Agent Responds
Create Just Sold DL, [QTY] as set
Admin reviews, amends and checks order quantity, notifies
Set Stage to JUST SOLD DL Ready
Agent reviews and Approves via RealHUB
Set Stage to JUST SOLD DL Approved
Send to Snap for Printing
CC: Reception
FROM Settled
Wait
Auto Move Stage to Settlement Letter Save to Podio
Run Settlement letter Mail Merge and save to podio
Admin Prints and sends, notifies
Agent hand delivers
Move stage to Settlement Letter Ready
Move stage to Complete
AUTO EMAIL
**Attach email Recent File
Dear Agent
RE: Call list for <address>
Please find attached the call list for <property>. Best wishes with your prospecting. You've got this. :)
BUTTON: Complete
Regards
The Offshore team
AUTO EMAIL
Accepted, reuwombat@collars.com
Dear Reception
RE: Neighbours invite for review
Please see attached the Neighbours invite real merge for [property_address]. Please review and action as required.
Once done, please indicate by clicking the button below:
BUTTON: Complete
Regards
The Offshore team
Please use RealHub share proof instead of Auto Email
AUTO EMAIL
Dear Agent
RE: Just Listed DL ready for review
Please be advised that the Just Listed DL for [property_address] is now ready for you review in Real Hub.
Button: Ready to Send
Regards
The Offshore team
AUTO EMAIL
**Attach recent File
Dear Reception
RE: Under Contract for review
Please see attached the Under Contract mail merge for [property_address]. Please review and action as required.
Once done, please indicate by clicking the button below:
BUTTON: Complete
Regards
The Offshore team
AUTO EMAIL
Dear Agent
RE: Unconditional
Congratulations (Agent) your property is now Unconditional. Don't forget to call your call list to let them know your success.
**Attach Call List
Once done, please indicate by clicking the button below:
BUTTON: Complete
Regards
The Offshore team
NO NEED FOR THIS,PLEASE USE REALHUB.
AUTO EMAIL
Dear Agent
RE: Sales Stats Required
Congratulations, [Property Address] is now unconditional. Can you please provide us withit the sales statistics required by return email so that we can create your Just Sold DL.
We require :
Sold Price, Days on Market, Number of Inspections, Number of Offers or please add your required copy here.
Regards
The Offshore team
NO NEED FOR THIS,PLEASE USE REALHUB.
AUTO EMAIL
Dear Admin
RE: Just SoldDL ready for review
Please be advised that the Just Sold DL for [property_address] is now ready for you review in Real Hub.
Please let us know when it is ready to be sent to the agent for final approval by clicking the button below:
Button: Approved
Regards
The Offshore team
AUTO EMAIL
Dear Reception
RE: Welcome the Neighbours for review
Please see attached the Welcome Neighbours mail merge for [property_address]. Please review and action as required.
Once done, please indicate by clicking the button below:
BUTTON: Complete
Regards
The Offshore team