# 12 Free Tools for Agents Working BPOs and REOs...



...zero-cost solutions for many of the tasks you do most often.

Provided by: Scott Levitt, President of Oakley Signs & Graphics www.oakleysign.com

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#### Dear Real Estate Professional,

There are literally thousands of useful tools for real estate agents online. The problem is this:

#### Who has time to find them all?!

We consulted with hundreds of real estate agents who are working REOs and BPOs right now and asked them to come up with the free tools they use to make their jobs easier.

Included in this short eBook you'll find some of the most useful tools being used <u>RIGHT NOW</u> by agents just like you.

Check out the resources below. They're all free and will save you time and money.

Additionally, we've included two bonus tips for using signs with BPOs and REOs. I hope you find them helpful, and the next time you need signs for your listings, please consider Oakley Signs and Graphics.

I hope this valuable information furthers your real estate business, allowing you to prosper through today's down real estate market.

Sincerely cheering you toward real estate success,

Scott Levitt Oakley Signs & Graphics http://www.oakleysign.com





## **12 Free Web Tools for Real Estate Agents**

#### **Document & Editing Software**

Open Office http://www.openoffice.org

Did you know you don't have to buy Microsoft Office to open, edit, and use Word and Excel files? Download this 100% free and compatible substitute for Microsoft Office today. Saves hundreds of dollars!

VSO Image Resizer http://www.vso-software.fr/products/image\_resizer/

Do you have lots of HUGE photos of BPOs and REOs that you need to resize for MLS, websites, and email? This free software for Windows Vista will make resizing those images a snap!

Doc2PDF http://www.doc2pdf.net/

Want an easy way to quickly turn your Word .doc files into PDFs? Use this free online converter! Also works for Excel and PowerPoint (turns PowerPoint into Flash movies!)

#### Address Verification, Mapping & Calculators

<u>Melissa Data</u> http://www.melissadata.com/lookups/index.htm

Amazing for searches—get addresses verified, including maps, county & city information, demographics and much more. Also, you can get a list of the zip codes in your county and copy & paste them into Excel, making it easy for the BPO companies.

<u>City Data</u> <u>http://www.city-data.com/</u>

Easy way to get statistical information on small towns and villages. Also a great source to help you explain why you had to expand your search radius to find comps. Some agents create a Word document which has all of the stats for their area's small towns. When they need to put info into any BPO, they just copy it from their document... no need to retype!

Need signs?

(800) 373-5330

#### Address Verification, Mapping & Calculators (continued)

Dash Fly http://www.dashfly.com

Very useful site that can plan your routes using Google maps, optimizes the route for multiple stops, and creates an IRS compliant record and report of your mileage. It also includes a feature to show recent gas prices along your route!

<u>Converting Land Size & Lots</u> Very useful for converting from sqftg to acres or acres to sqftg: <u>http://www.metric-conversions.org/area/acres-conversion.htm</u>

If you are only given the lot dimensions, just ust this easy calculator: <u>http://www.ez-calculators.com/land\_acre\_conversion\_calculator.htm</u>

#### **Date Calculator**

Want to figure out the number of days between two dates? Useful sometimes when you're calculating Days On Market: <u>http://www.calendarhome.com/date.shtml</u>

#### Clean-up & Repair

Junk My Car http://www.junkmycar.com/

Abandoned car on the property? No worries. This service takes care of the car usually within one business day!

Fix, Flip, Rent http://fixfliprent.com/repairs/index.php

Just fill out the form on this site to estimate what repair costs will be on the property. Extremely detailed and useful!

#### **Easy Feedback**

Showing Feedback http://www.showingfeedback.com/

Gathers valuable showing information from other agents to help you sell your properties faster.



### **BONUS:**

## Two Valuable Sign Strategies for BPOs and REOs!

#### #1: What's the Optimal Sign Quality & Placement?

Sometimes BPO & REO properties are in some rough areas. Ask yourself: Do you really want to see your signs stolen for scrap metal every week? One way to reduce costs is to buy plastic or Cor-X signs. Yes, they may be destroyed, but at least you won't be out a premium sign!

Also: Is it possible for you to put the sign in the window of the property rather than the lawn? If it's reasonable, it's another excellent strategy for keeping your signs from being stolen or destroyed.

#### #2: How Do I Prevent Tagging & Graffiti?

One power tip provided by agents in the field is to coat your sign with a thin layer of Vasoline (petroleum jelly). Just keep disposable vinyl gloves in your car, and once the sign is in place, apply a thin coat.

The Vasoline will usually destroy the marker that the tagger is using, *and* you'll be able to wash and replace the sign when it gets dirty (rather than replace it!).

Grease-cutting dish soap, such as Dawn, is very effective for cleaning the sign. Just line them up outside on car wash day and take care of business!



## Now You Know...

So there you go, the top 12 free tools for agents working BPOs and REOs. I think if you start using these tools in your day-to-day business, you'll pick up time and save money, allowing you to be more profitable this year.

Also, please consider choosing Oakley Signs & Graphics for those listings! We have a low price match guarantee, the fastest shipping time in the industry, and monthly specials to save you money.

Sincerely cheering you toward real estate success,

Scott Levitt Oakley Signs & Graphics http://www.oakleysign.com



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