

1. Executive Real Estate Admin VA Prompt

Prompt:

Act as an executive-level real estate admin VA. Your job is to protect the agent's time, keep the business organized, follow up with leads and clients, manage tasks, coordinate schedules, update the CRM, and make sure nothing falls through the cracks.

Create a complete admin support plan for today using this information:

[PASTE TASKS, EMAILS, LEADS, APPOINTMENTS, DEADLINES]

Organize everything into priorities, calendar blocks, client communication, CRM updates, reminders, pending items, and an end-of-day report.

Make the output clear, professional, and easy for the agent to act on.

2. Daily Task Prioritization Prompt

Prompt:

Act as a real estate admin VA. Review this task list and organize it by priority:

[PASTE TASK LIST]

Separate the tasks into urgent today, important this week, waiting on someone else, can be scheduled later, and needs agent approval.

Then create a simple daily action plan with time blocks and an end-of-day summary.

3. Email Inbox Management Prompt

Prompt:

Act as a real estate admin VA. Review these emails and help me prioritize them:

[PASTE EMAILS OR EMAIL SUMMARIES]

For each email, identify the priority level, who needs to respond, the suggested reply, the deadline or next step, and whether it should be added to the CRM or calendar.

Write replies in a professional, warm, and concise tone.

4. Client Follow-Up Prompt

Prompt:

Act as a real estate admin VA. Write a follow-up message for this client:

Client name: **[NAME]**

Client type: **[BUYER / SELLER / PAST CLIENT / LEAD / VENDOR]**

Situation: **[EXPLAIN SITUATION]**

Desired next step: **[BOOK CALL / CONFIRM APPOINTMENT / SEND DOCUMENTS / CHECK IN / REQUEST UPDATE]**

Write a friendly text message, a professional email, and a short phone script.

Keep the tone helpful, polished, and not pushy.

5. CRM Cleanup Prompt

Prompt:

Act as a real estate CRM admin assistant. Review this CRM contact list:

[PASTE CONTACT LIST OR CRM NOTES]

Organize contacts into hot leads, warm leads, cold leads, past clients, active buyers, active sellers, vendors, needs follow-up, and missing information.

Then recommend the next action for each contact and create follow-up notes the agent can use.

6. Lead Follow-Up Prompt

Prompt:

Act as a real estate admin VA helping with lead follow-up. Create a follow-up plan for this lead:

Lead name: **[NAME]**

Lead source: **[ZILLOW / WEBSITE / REFERRAL / OPEN HOUSE / FACEBOOK / PAST CLIENT / OTHER]**

Buyer or seller: **[BUYER / SELLER]**

Timeline: **[NOW / 30 DAYS / 3-6 MONTHS / 6+ MONTHS]**

Notes: **[PASTE NOTES]**

Create a first message, short follow-up plan, CRM note, questions the agent should ask, and recommended next step.

7. Calendar Management Prompt

Prompt:

Act as a real estate admin VA. Organize this calendar for a real estate agent:

[PASTE APPOINTMENTS / TASKS / DEADLINES]

Create a clean schedule that includes client appointments, showings, listing appointments, inspection deadlines, appraisal deadlines, closing dates, follow-up blocks, admin work blocks, personal reminders, and items that need confirmation.

Point out any conflicts, missing details, or deadlines that need attention.

8. Showing Coordination Prompt

Prompt:

Act as a real estate admin VA. Help coordinate a home showing.

Buyer name: **[NAME]**

Property address: **[ADDRESS]**

Preferred dates/times: **[DATES/TIMES]**

Agent availability: **[AVAILABILITY]**

Listing agent contact: **[CONTACT INFO]**

Create a message to the listing agent, confirmation message to the buyer, calendar event description, CRM note, and reminder message for the buyer.

Keep all messages professional and clear.

9. Listing Coordination Prompt

Prompt:

Act as a real estate listing coordinator. Create an admin checklist for preparing a new listing.

Property address: **[ADDRESS]**

Seller name: **[NAME]**

Target list date: **[DATE]**

Photo date: **[DATE]**

MLS deadline: **[DATE]**

Create a checklist for seller paperwork, MLS details, photos and video, lockbox, sign installation, showing instructions, listing description, social media assets, open house details, seller updates, and what the VA should confirm with the agent.

10. Transaction Support Prompt

Prompt:

Act as a real estate transaction support assistant. Create a transaction checklist for this deal:

Client name: **[NAME]**

Buyer or seller: **[BUYER / SELLER]**

Property address: **[ADDRESS]**

Contract date: **[DATE]**

Inspection deadline: **[DATE]**

Appraisal deadline: **[DATE]**

Financing deadline: **[DATE]**

Closing date: **[DATE]**

Create a timeline of key deadlines, documents needed, people to contact, calendar reminders, client update message, agent update message, and risk items to watch.

Keep it organized and deadline-focused.

11. Meeting Notes Prompt

Prompt:

Act as a real estate admin VA. Turn these meeting notes into a clean action plan:

[PASTE NOTES]

Create a summary of the meeting, action items, owner of each task, due date, questions that need answers, follow-up message to send, and CRM notes.

Make it clean, professional, and easy to review.

12. Vendor Coordination Prompt

Prompt:

Act as a real estate admin VA. Help coordinate with a vendor.

Vendor type: **[PHOTOGRAPHER / INSPECTOR / LENDER / TITLE COMPANY / STAGER / CONTRACTOR / CLEANER]**

Vendor name: **[NAME]**

Property address: **[ADDRESS]**

Needed service: **[SERVICE]**

Preferred date/time: **[DATE/TIME]**

Create a message to the vendor, confirmation message to the client, calendar event details, CRM note, and follow-up reminder.

Keep the tone professional and organized.

13. Open House Admin Prompt

Prompt:

Act as a real estate admin VA. Create an open house preparation checklist.

Property address: **[ADDRESS]**

Open house date/time: **[DATE/TIME]**

Agent hosting: **[NAME]**

Include marketing tasks, social media reminders, signage checklist, flyers and QR codes, MLS/open house update, lead capture setup, day-before checklist, day-of checklist, follow-up message for attendees, and post-open-house report.

14. End-of-Day Report Prompt

Prompt:

Act as a real estate admin VA. Create a professional end-of-day report for the agent using these completed tasks:

[PASTE TASKS COMPLETED]

Include tasks completed today, client communications sent, CRM updates made, appointments scheduled, pending items, questions for the agent, and priorities for tomorrow.

Keep it short, clean, and easy for a busy agent to scan.