

## Key Performance Indicator Guide

### Presenter

The number of listings currently active – check measurement by the number of Market Place Reports delivered.

*Ideal: 40 listings.*

The number of new listings per week – check measurement by the number of Welcome to the Market Place brochures out each week.

*Ideal: minimum of 3 per week.*

### Buyer's Agent

Number of sales per week - check measurement by the number of sales advices completed.

*Ideal: 4 sales per week.*

Number of buyers managed and categorised by hot, warm and cold.

*Ideal: minimum of 180 buyers.*

Number of inspections per week - check measurement by the number of inspection slips with different buyers returned to the Vendor Manager.

*Ideal: minimum of 25 inspections per week.*

Number of new buyers entered - check measurement by the number of Purchasing a Property documents delivered.

*Ideal: whatever is required to keep the buyer database at 180 + qualified buyers.*

### Vendor Manager

All scheduled tasks must have been completed and are to be at '0' at least once a week.

Three contacts made with each vendor every week.

Vendor Market Place Report for all listings are to be placed on the Presenter's desk.

Welcome to the Market Place documents are to be placed on the Presenter's desk.

Purchasing a Property documents are to be placed on the Buyer's Agent's desk.