

Is your agency facing the daunting challenge of managing huge volumes of paper?

Real Estate documents must be managed efficiently and accurately, and quickly made available to facilitate timely real estate closings. Any delays caused by lost or unavailable records result in serious customer dissatisfaction and could result in lost future business. Documents are back-filed by address and closing date. Back-filing is either performed by the Real Estate agency's employees or is outsourced to a records management service firm.

Another challenge is staying current with frequent changes from organizations like HUD who regulate the industry with new requirements like Guaranteed Cost Quotes.

State laws and regulations require agencies keep customer files for many years, so the agency's document management processes must be highly accurate and secure.

There is help...

By incorporating a document management system into your agencies workflow, you can gain greater control over the huge volume of paper in your office and increase the operating efficiency of your business.

- **Improve customer service** by locating documents immediately - in seconds -and responding to customer inquiries instantly.
- **Protect documents** through user name and password protection.
- **Verify authenticity of documents** (including emails, letters, memos, faxes, etc.) with AuthentiDate™ and the United States Postal Service Electronic Postmark™ (from docSTAR)
- **Reduce labor costs** associated with filing and retrieval of documents.
- **Reduce office space** required for filing cabinets to store paper documents.
- **Minimize document copying expenses.**
- **Protect your critical information from loss** due to accidents, theft or misplacement through an automated back up process.

For more information on document management and how PiF Technologies can boost your productivity and enhance client service, call 888-934-4443.

