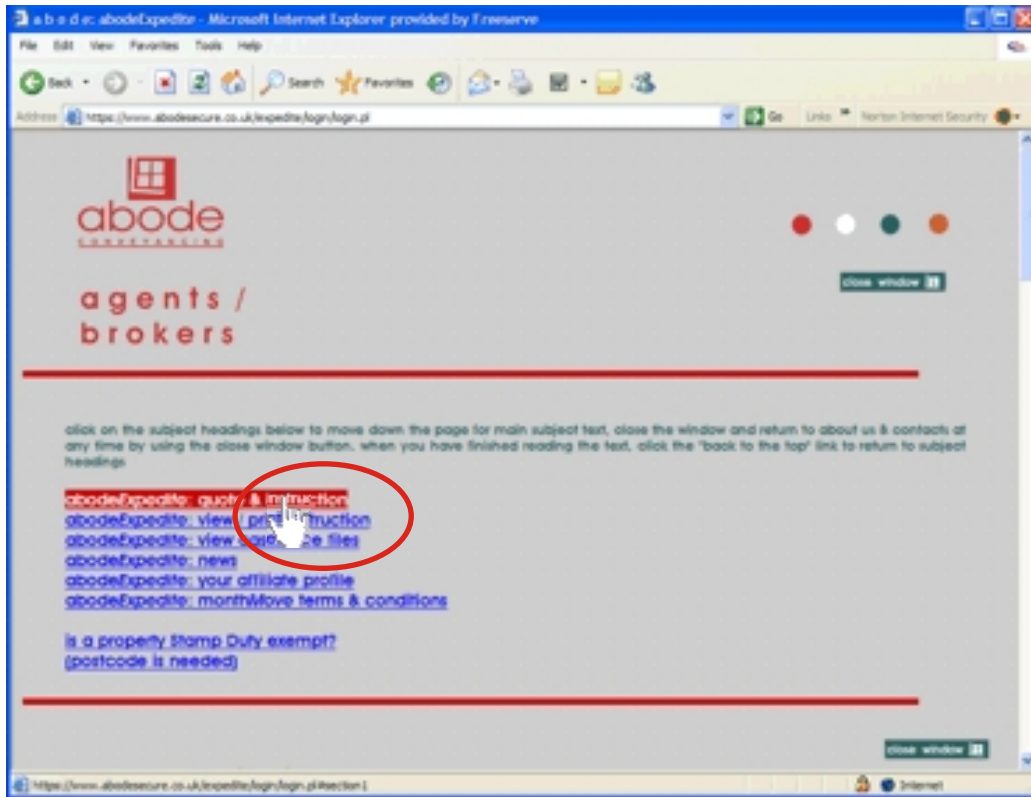


close

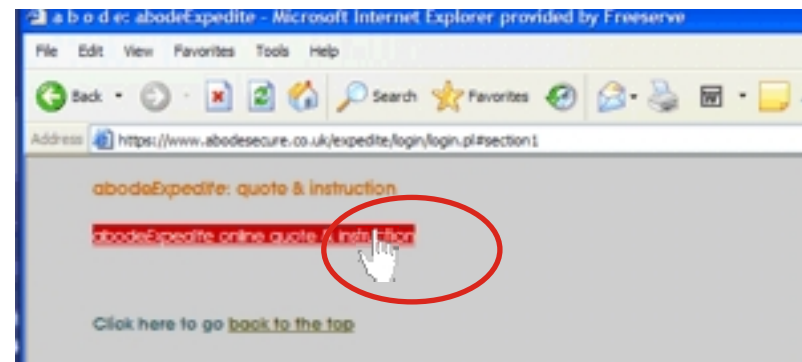
forward



how to instruct &/or quote for a sale

From the agent / brokers secure area homepage (see left) please choose **"abodeExpedite quote & instruction"**.

The page will then move down to the "abodeExpedite quote & instruction" section. Next, please choose the link **"abodeExpedite online quote & instruction"** (see below).

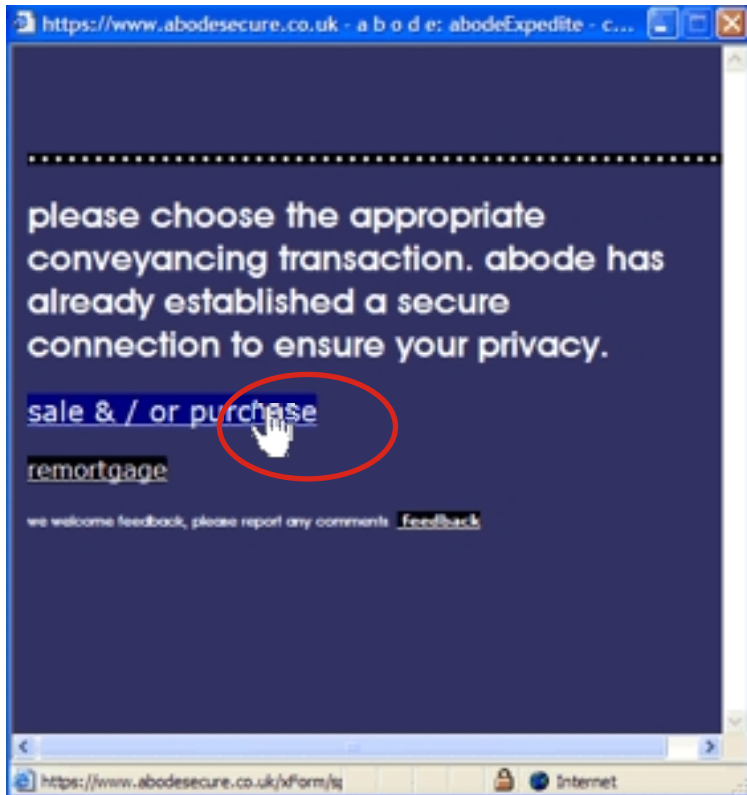


instruct &/or quote for a sale

www.abodeExpedite.co.uk

back forward

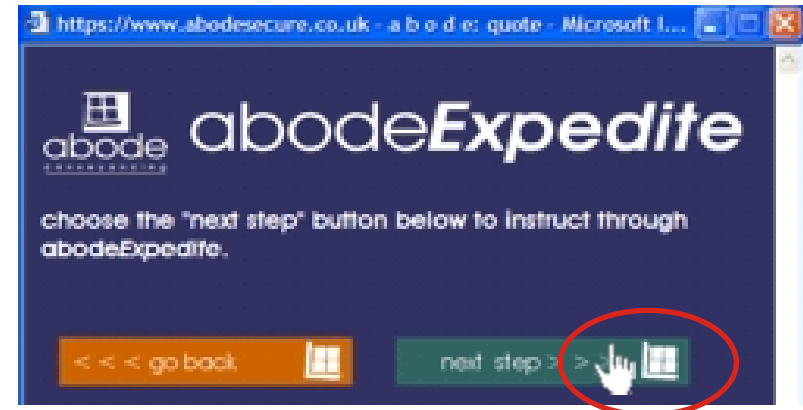
start (1) (2) (3) (4) (5) (6) (7) finish



select "sale" as transaction

A pop-up window (see left) will then appear to allow selection of the required transaction. In this case, as the property is for sale, the "sale &/or purchase", link should be selected.

On the following page (see below), please choose "next step"



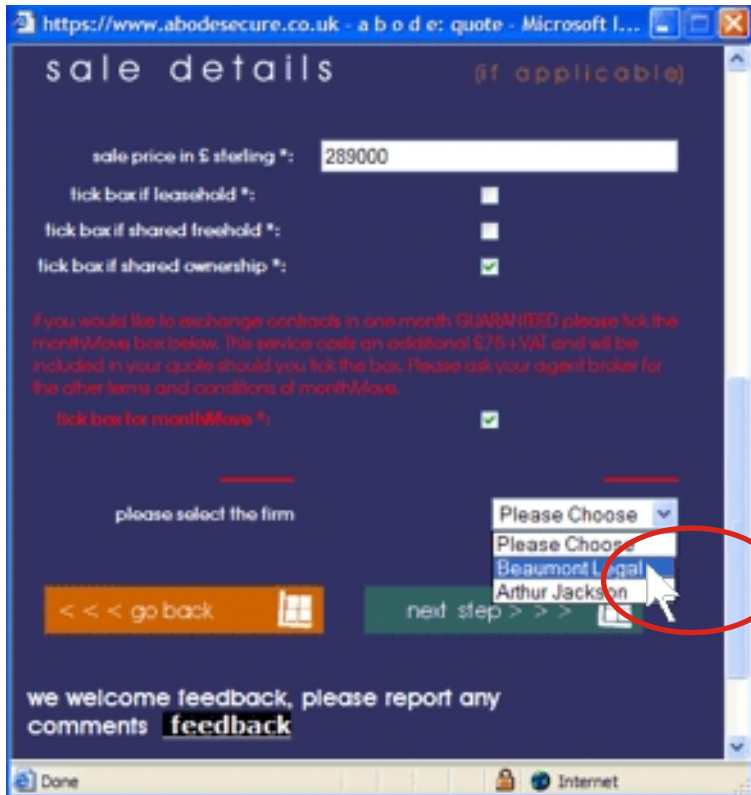
NB: If any pop-up window does not open, simply press and hold the "Ctrl" key (usually found at the bottom left of the keyboard) whilst clicking the link until the window opens.



abodeExpedite



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enter sale details & choose firm

Ignore purchase details if this is a sale only transaction. If you also wish to instruct through abodeExpedite for a purchase for this client, please see the **“how to instruct a sale & purchase”**. If you also wish to instruct abode for the purchasers of this sale property, please see the **“how to instruct a purchase”** presentation.

Now scroll down to “sale details” (see left) and fill out the required information. If the property is leasehold, shared freehold, or shared ownership, please tick the appropriate box. **To exchange in 28 days GUARANTEED subject to terms, then please tick the monthMove box.**

Next choose the solicitors firm to undertake the transaction (see left). Beaumont Legal MUST always be selected whether the transaction is a sale or purchase unless they are already acting for the other side. If Beaumont are NOT acting on at least one side of any transaction, monthMove CANNOT be guaranteed.

Finally please choose “next step” (see left).



[back](#) [forward](#)

start

1

2

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6

7

finish



view quote & instruct solicitor online

The next screen (see left) is a full breakdown of ALL the charges. All instructions are no completion-no fee, and there will be no 'hidden extras' for a routine registered conveyancing transaction, and that is GUARANTEED.

If an agent / broker has elected to take a commission then this will be included in the total fees, as will the month Move uplift.

There is a "print this page" button at the very bottom left of the quote page to enable printing of the quote.

If the quote is acceptable and the client wishes to instantaneously instruct online, please choose "**next step**" (see left).

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start 1 2 3 4 5 6 7 finish



instruct solicitor online, step 1

Now the correspondence details for all the clients must be correctly entered (see left).

Upon clicking out of the “mobile tel. no”. Field, if a number has been entered a new field will appear on the form (see blue oval, left). Please select “**yes**” only if the client is to receive SMS text message updates on their conveyancing to their mobile.

If the client wants to receive the email elaborating on the text message updates, or if they wish to log in to caseTrace online, their email address **MUST** be entered in the “**client email address**” field (see green oval, left).

If the client does not have a mobile and / or email, or does not wish to receive updates, simply leave these fields as they are.

Please then choose “**final step**” button (not shown) at the bottom of the page to go to the last stage.



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start

1

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3

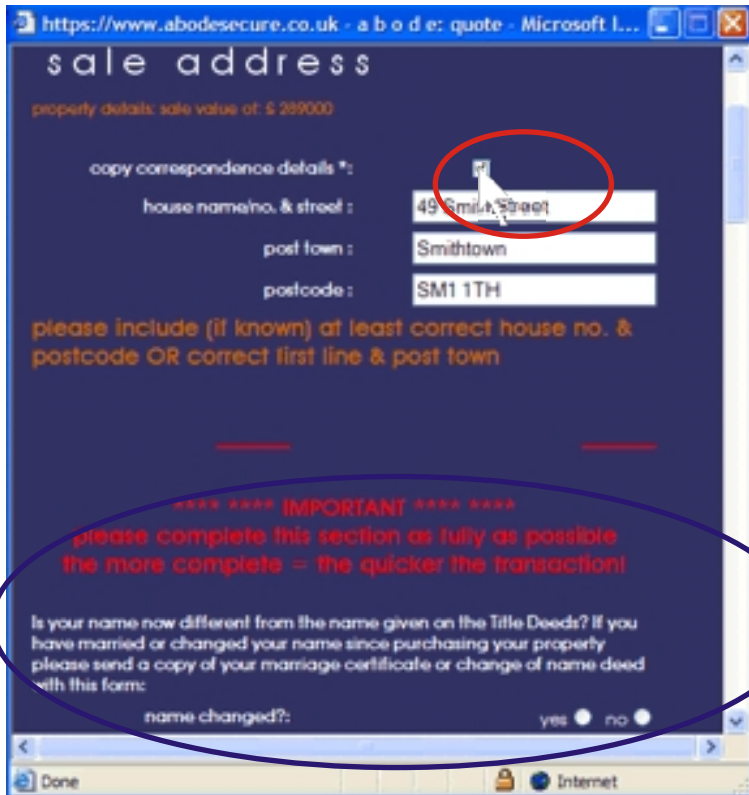
4

5

6

7

finish



instruct solicitor online, step 2

The sale address must now be inputted. If the sale address is the same as the correspondence address (as it frequently is) there is a “**copy correspondence details**” box which when ticked (see left, red oval) will automatically fill the sale address form with the correspondence address. If the sale address is different, please enter these details as full as possible here.

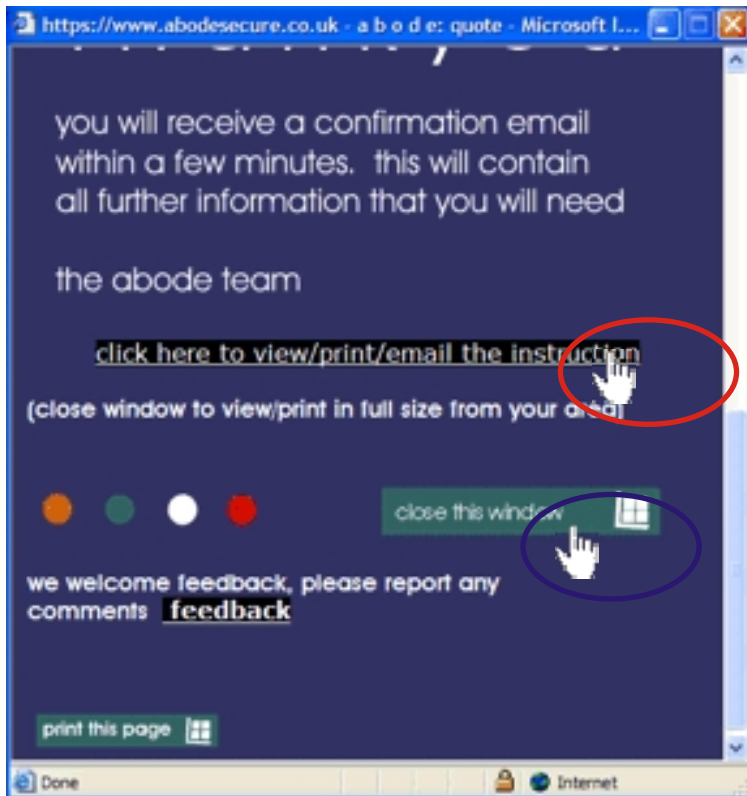
The next section headed “IMPORTANT” in red is the additional questions which should be completed before sending back to the solicitors (see left, blue oval). If some or any of this section cannot be completed now, the answers can be written on the hard copy by hand.

Please then scroll to the bottom of the page and choose “**instruct solicitor**” button (not shown) at the bottom of the page to instantaneously instruct online.



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start ① ② ③ ④ ⑤ ⑥ ⑦ finish



confirmation & view/print/email

The next page is to confirm the information has been accepted and that the solicitor is instructed. **The abodeExpedite reference displayed on the page should always be noted down to enable easy reference in case of any query.**

If you wish to print, view, or email the instruction to your client at this time you may choose “**click here to view/print/email the instruction**” (see left, red oval).

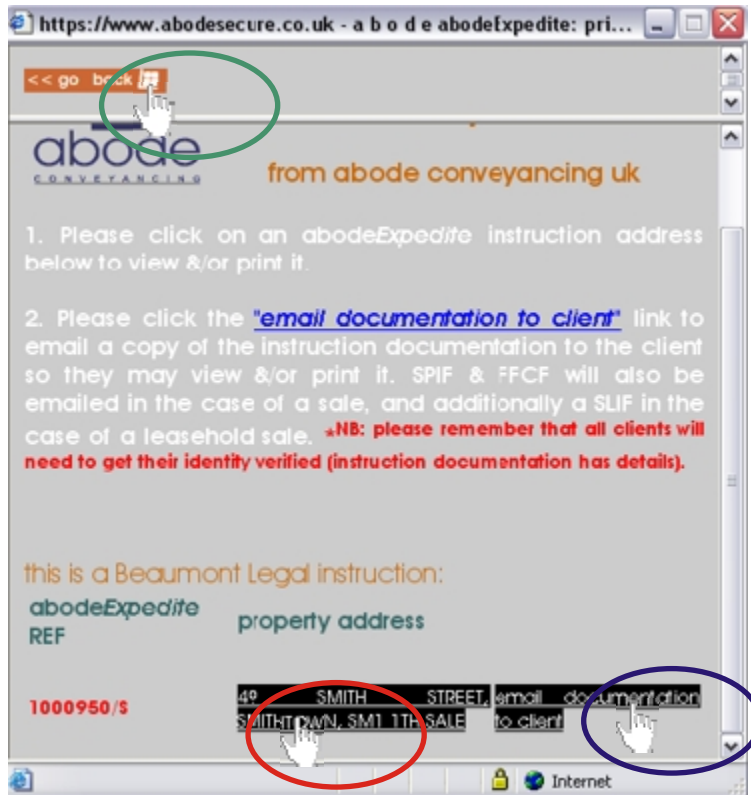
NB: You can view/print/email any instruction at any time from the secure area by clicking the “**abodeExpedite :view/print/email the instruction**” link in the same way as is shown by the remaining slides of this “**how to instruct a sale**” presentation.

If you have finished for now and/or wish to print later from your secure area, please click the “**close window**” button (see left, blue oval), and you will be returned your secure area.



back forward

start) ① ② ③ ④ ⑤ ⑥ ⑦ finish)



view/print/email the documentation

You may now email a link to the client to enable them to print out all the documentation. Please click the **“email documentation to client”** link next to the property address (see left, blue oval). On the next screen, please enter the clients email address, and then you click the **“email this page”** button to email the link to the client (see below).



If however you wish to view &/or print out the documentation yourself, then please choose the property address link (see left, red oval), and continue to the next page where you will be able to download all the documentation required from the abode solicitors.

You may move back a screen at any time (see left, green oval).



[back](#)

[start again](#)

start

1

2

3

4

5

6

finish



Please print, complete and sign the form(s) below and send back to your solicitor ASAP.
(* .pdf's will open in a new window)

- view & / or print instruction documentation
- view & / or print Fixtures, Fittings and Contents Form (FFCF) - *.pdf format
- view & / or print Sellers Property Information Form (SPIF) - *.pdf format

****ONLY IF YOUR PROPERTY IS LEASEHOLD****
Please print, complete and sign the form(s) below and send back to your solicitor ASAP.
(* .pdf's will open in a new window)

- view & / or print Sellers Leasehold Information Form (SLIF) - *.pdf format

click the logo to download adobe acrobat reader free if you dont have it 

IMPORTANT:

1. Please remember to read carefully, and fill out all forms fully and accurately, then sign and send them back to your solicitor ASAP. Until the solicitor is in receipt of this documentation, your transaction is being held up.
2. YOU MUST GET YOUR IDENTITY VERIFIED AND SEND BACK THE REQUIRED PAYMENT FOR DISBURSEMENTS.

view &/or print documentation

The final stage is to view & / or print the documentation. This is the same page the client will see when they follow the link you email to them.

Please choose the appropriate options to view &/or print each document. Please be aware, you or the client should only complete the SLIF if the sale property is Leasehold.

Once you have printed all the documentation, and it is all signed by the client, and you have verified their identity, please make sure that all the information is sent by first class mail, or DX, to the solicitors address stipulated within.

The documents contain all the required telephone numbers, Fax numbers, and email addresses.

Please call **0870 172 0 172** at any time to find out about our service, or simply register on the **abodeExpedite** homepage.



[click here to finish](#)

