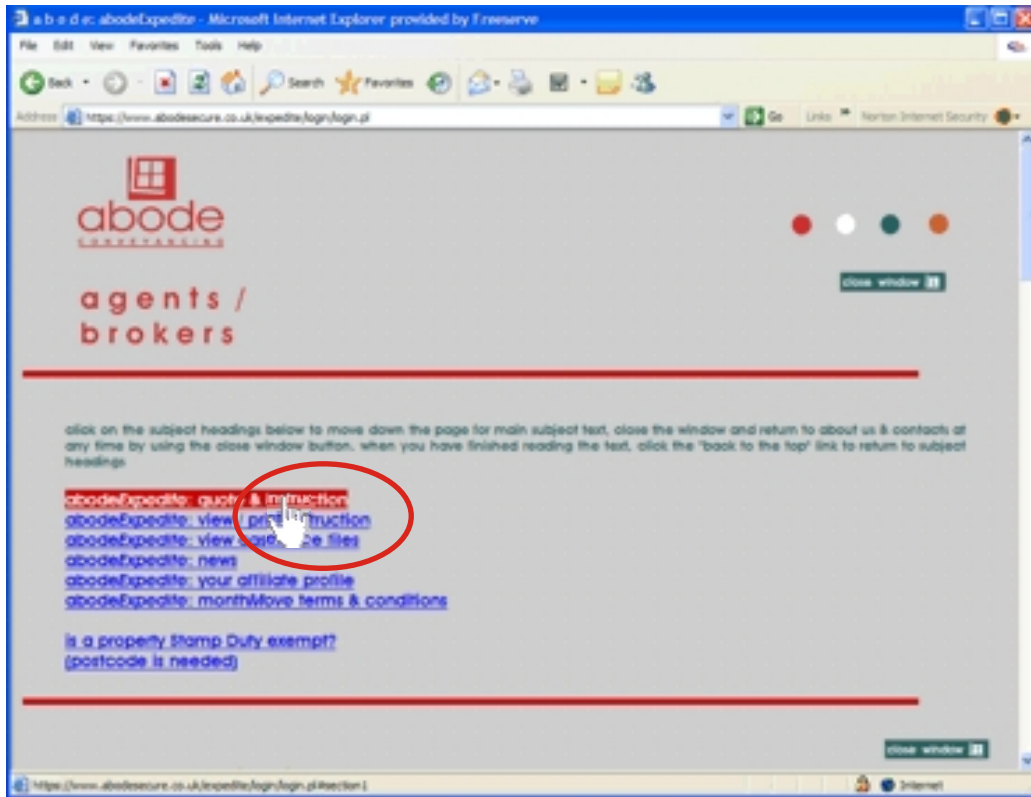


# instruct &/or quote for a purchase

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close

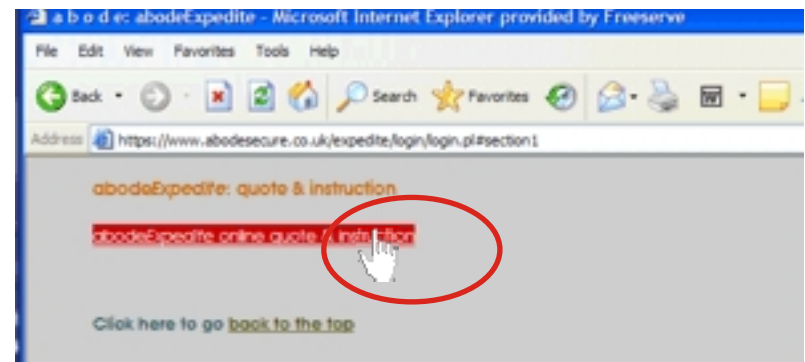
forward



how to instruct &/or quote for a purchase

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 purchase

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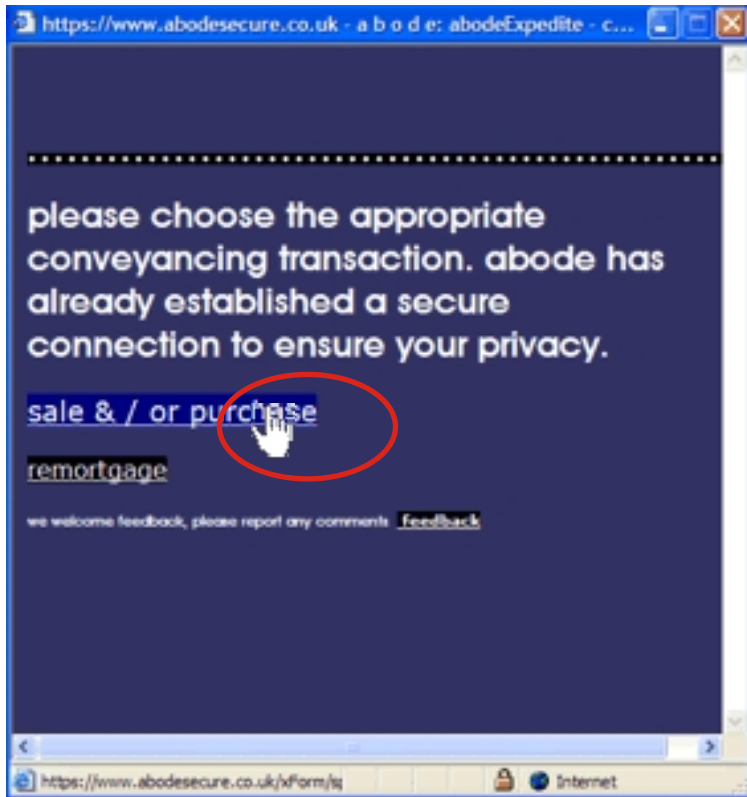
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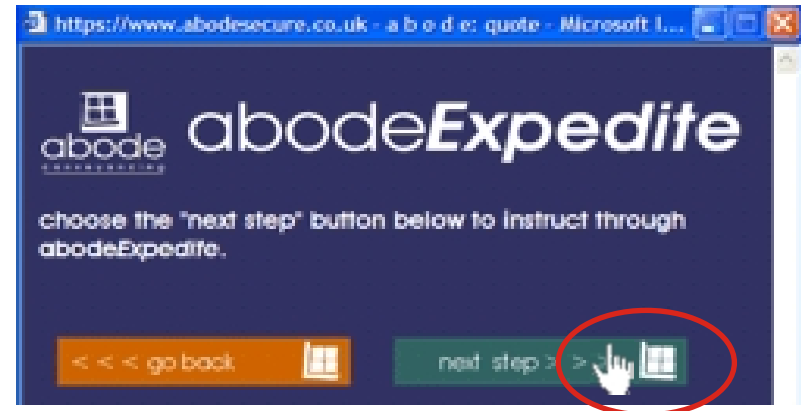
finish



select “purchase” 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.**



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The screenshot shows a web browser window with the URL 'https://www.abodesecure.co.uk - a b o d e : quote - Microsoft I...'. The page title is 'abode instant quote purchase details (if applicable)'. The form contains the following fields:

- purchase price in £ sterling \*: 145000
- purchase property area \*: Unknown
- your lender for purchase \*: No Lender
- tick box if leasehold \*:
- tick box if shared freehold \*:
- tick box if shared ownership \*:

Below the form, there is a red warning message: "If you would like to exchange contracts in order with GUARANTEED please tick the monthMove box below. The solicitors on opposite (1,2,3+UK) should be included in your quote should you tick the box. Please ask your agent to see the other terms and conditions of monthMove." There is a tick box for monthMove: .

## enter purchase details & choose firm

Please fill out the required purchase information, (ignore sale details if this is a purchase only transaction). If you also wish to instruct through abodeExpedite for a sale for this client, please see the "**how to instruct a sale & purchase**". If you also wish to instruct abode for the vendors of this purchase property, please see the "**how to instruct a sale**" presentation

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 scroll down and choose the solicitors firm to undertake the transaction in the same way as you would for a sale. 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.

Please then choose "**next step**" button (not shown) at the bottom of the page to go to the last stage



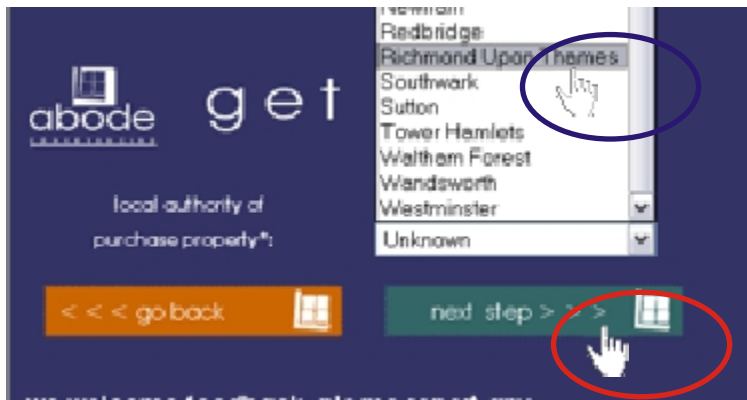
# instruct &/or quote for a purchase

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choose local authority



The next option allows you to select the local authority of the clients purchase property (see left, blue oval). You will have chosen the purchase property area on the previous step and based on that selection, you are prompted to choose the local authority so that we may accurately quote the Local Authority Search Fees etc.

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



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## view quote & instruct solicitor online

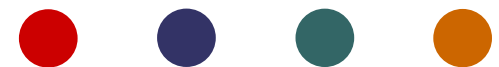
The next screen (see left) is a full breakdown of ALL the charges. All instructions are no completion-no fee, and there will be no 'hidden extras' for a routine registered conveyancing transaction, and that is GUARANTEED.

As you can see, we provide an extremely comprehensive quote which includes EVERY single search that might need to be carried out on a routine conveyancing transaction to offer your client piece of mind that there will be no expensive surprises later on. We believe this is the most comprehensive quote available anywhere in today's market.

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 (not shown) 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 "instruct solicitor" (see left).



# instruct &/or quote for a purchase

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The screenshot shows a web browser window with the URL <https://www.abodesecure.co.uk>. The page title is "abode instruct: step 1 2". The form is titled "correspondence details" and contains the following fields:

- applicant name/names & title\*: Mr and Mrs Smith
- house name &/or no. & street\*: 49 Smith Street
- post town\*: Smithtown
- postcode\*: SM1 1TH
- landline tel. no\*: 02012345678
- work tel. no\*: 02098765432
- mobile tel. no\*: [redacted]
- client to receive SMS updates?  no  yes
- client email address\*: unknown@abodeExpedite.co.uk

A blue oval highlights the "client to receive SMS updates?" field, and a green oval highlights the "client email address\*" field. A red oval highlights the "mobile tel. no\*" field.

## 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.





# instruct &/or quote for a purchase

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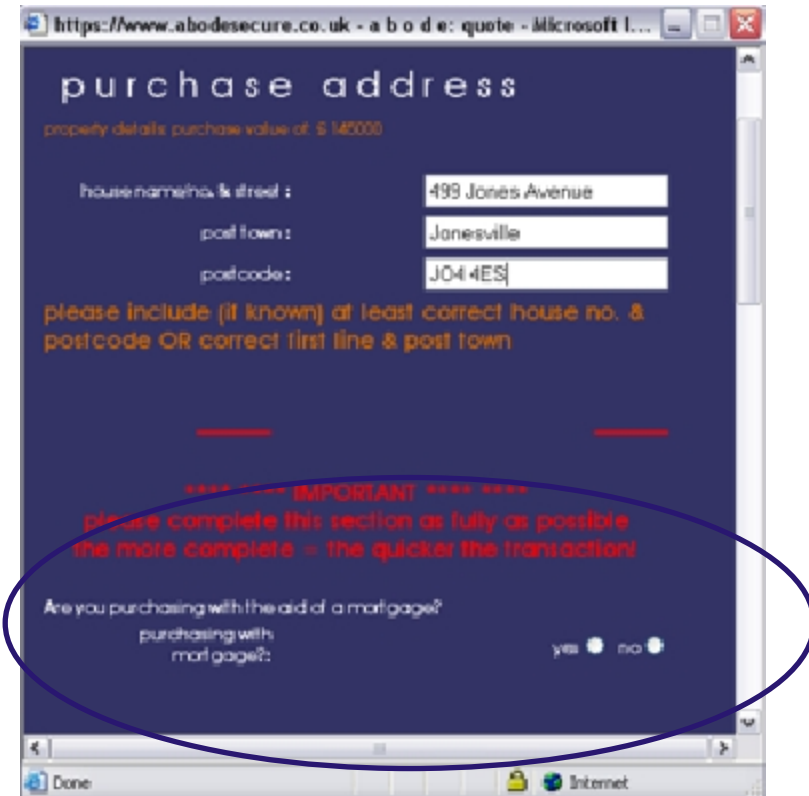
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6

finish



purchase address

property details: purchase value of: \$ 142000

house name/st. & street : 499 Jones Avenue

post town : Jonesville

postcode : JOH4ES

please include (if known) at least correct house no. & postcode OR correct first line & post town.

**IMPORTANT**

please complete this section as fully as possible  
the more complete = the quicker the transaction!

Are you purchasing with the aid of a mortgage?  
purchasing with mortgage?:    yes     no

## instruct solicitor online, step 2

The purchase address must now be inputted. 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 the “**instruct solicitor**” button (not shown) at the bottom of the page to instantaneously instruct online.



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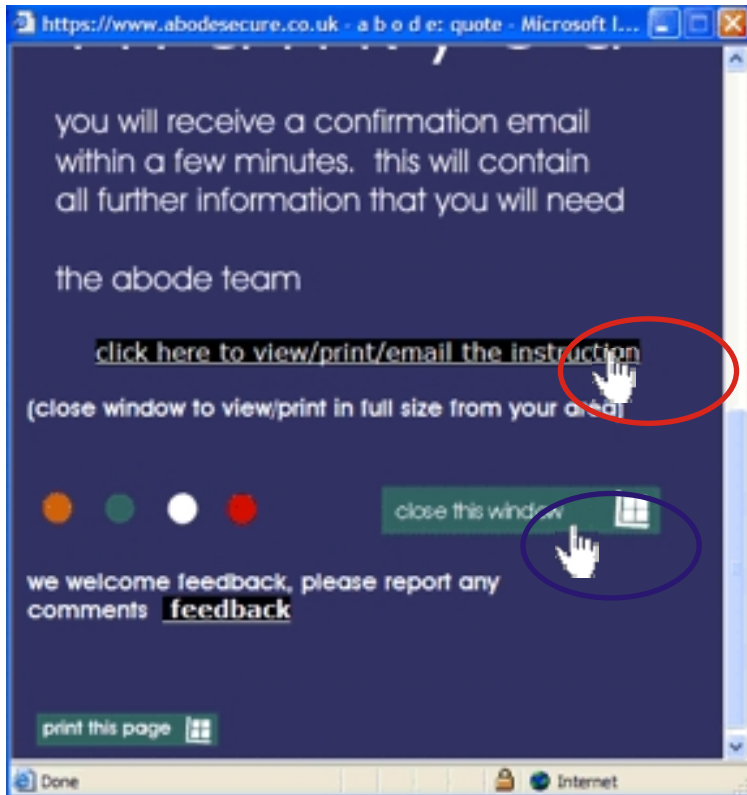
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finish



## 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). The last two slides of “**how to instruct a sale**” presentation contain further instructions on how to do this. These instructions are also applicable for viewing/printing/emailing the instructions from your secure area.

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 or if you wish to print, view, or email the instruction, please view the last two slides of the “**how to instruct a sale**” presentation.



abodeExpedite



[click here to finish](#)

