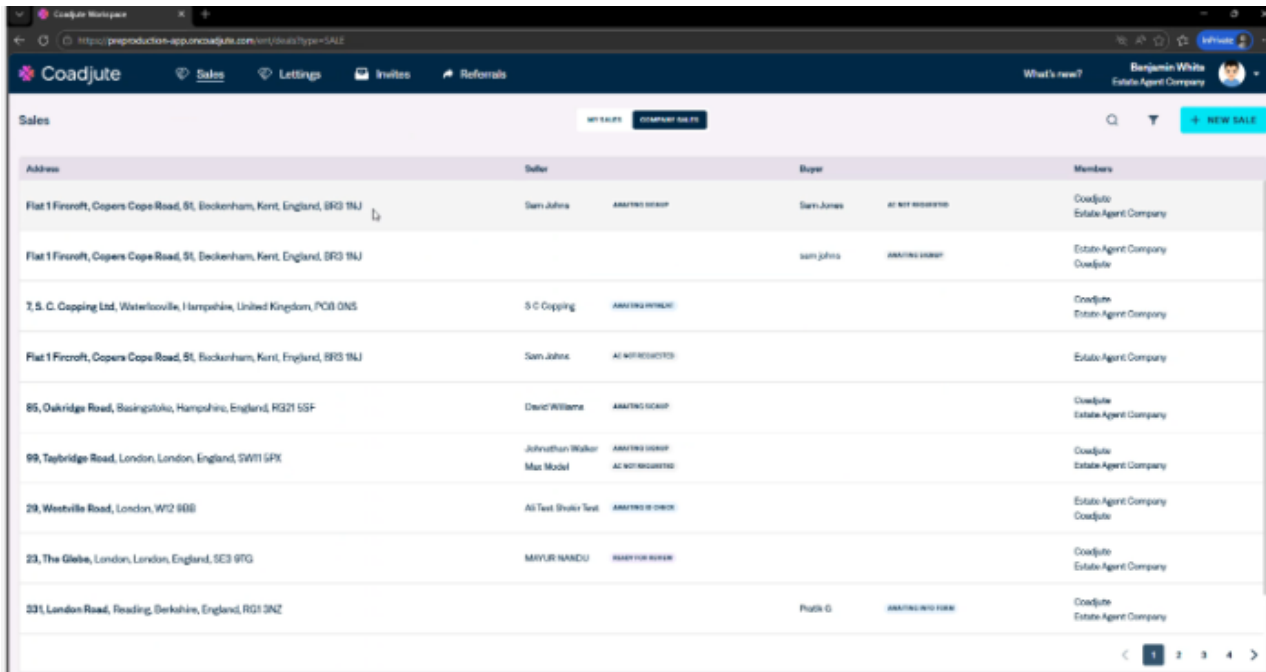


How to edit your Terms of Business

Step 1:

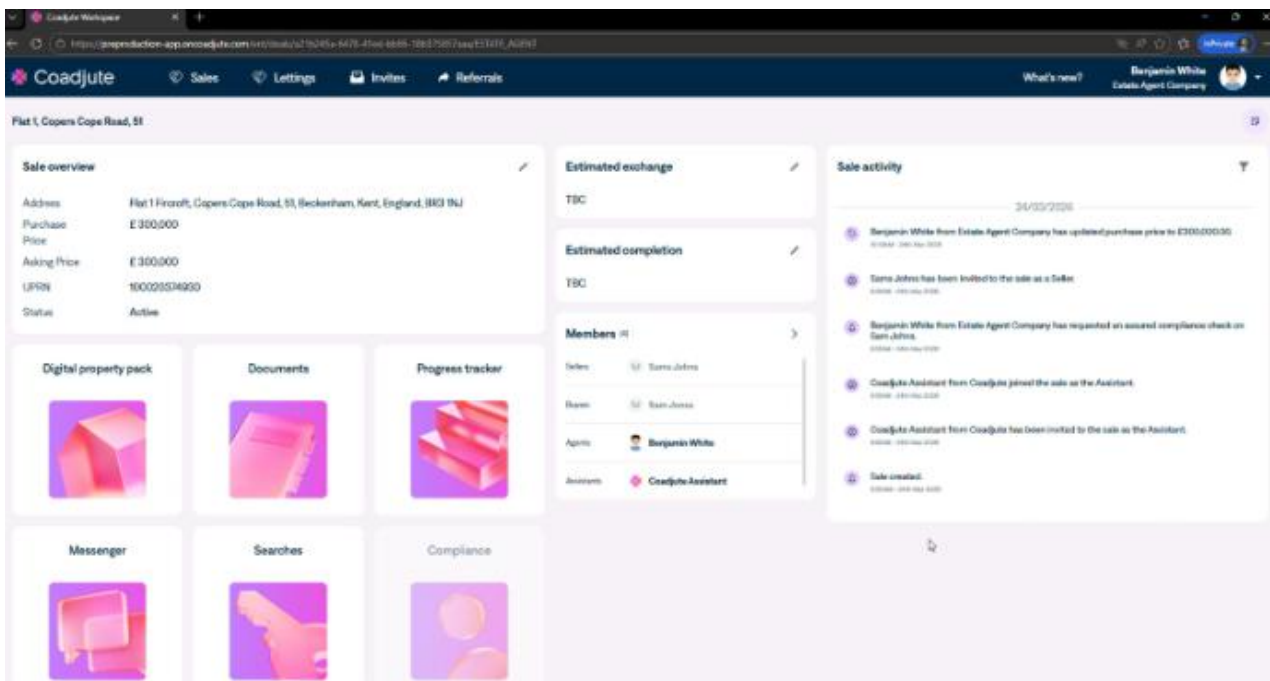
From your main landing page – click into the relevant property transaction (deal room)



Address	Seller	Buyer	Members
Flat 1 Fireroft, Copers Cope Road, St. Beokenham, Kent, England, BR3 1NJ	Sam Johns	Sam Jones	Coadjute Estate Agent Company
Flat 1 Fireroft, Copers Cope Road, St. Beokenham, Kent, England, BR3 1NJ		Sam Johns	Estate Agent Company Coadjute
7, S. C. Copping Ltd, Waterlooville, Hampshire, United Kingdom, PO8 0NS	S C Copping		Coadjute Estate Agent Company
Flat 1 Fireroft, Copers Cope Road, St. Beokenham, Kent, England, BR3 1NJ	Sam Johns		Estate Agent Company
85, Oakridge Road, Basingstoke, Hampshire, England, RG21 5SF	David Williams		Coadjute Estate Agent Company
99, Taybridge Road, London, London, England, SW11 5PX	Johnathon Walker Max Model		Coadjute Estate Agent Company
28, Westville Road, London, W12 8BB	All Text Shaker Text		Estate Agent Company Coadjute
23, The Glebe, London, London, England, SE3 9TG	MAYUR NANDU		Coadjute Estate Agent Company
331, London Road, Reading, Berkshire, England, RG1 3NZ		Paul G.	Coadjute Estate Agent Company

Step 2:

Then click into the Documents section



Flat 1, Copers Cope Road, St

Sale overview

- Address: Flat 1 Fireroft, Copers Cope Road, St, Beokenham, Kent, England, BR3 1NJ
- Purchase Price: £350,000
- Asking Price: £300,000
- UPRN: 100021534930
- Status: Active

Estimated exchange: TBC

Estimated completion: TBC

Members (4)

- Defen: Sam Johns
- Buyer: Sam Jones
- Agents: Benjamin White
- Assistants: Coadjute Assistant

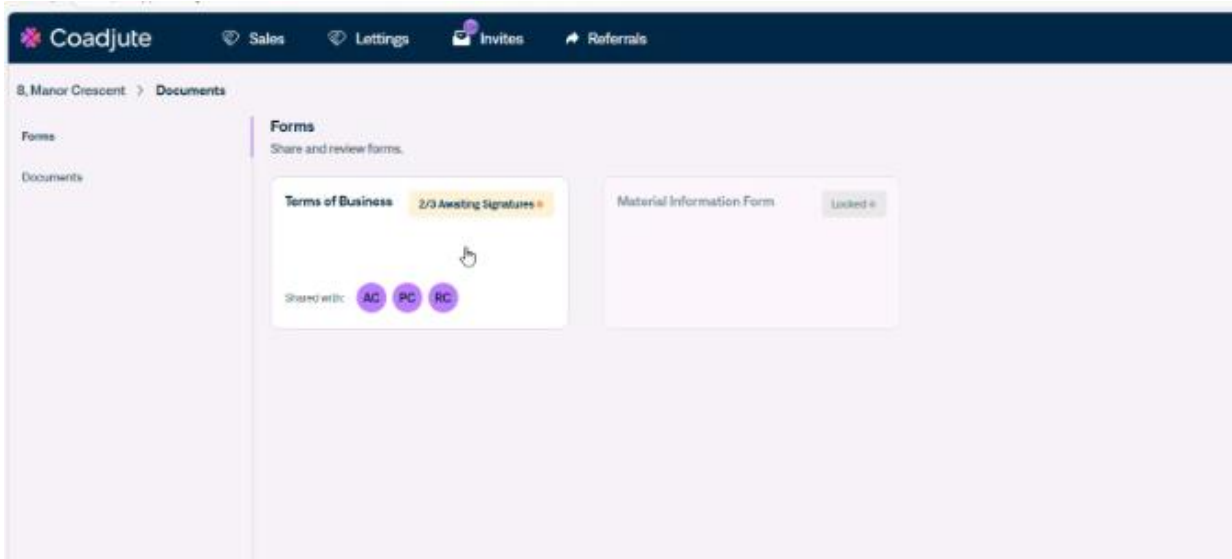
Sale activity (30/05/2024)

- Benjamin White from Estate Agent Company has updated purchase price to £300,000.00
- Sam Johns has been invited to the sale as a Seller
- Benjamin White from Estate Agent Company has requested an associated compliance check on Sam Johns
- Coadjute Assistant from Coadjute joined the sale as the Assistant
- Coadjute Assistant from Coadjute has been invited to the sale as the Assistant
- Sale created

Other sections: Digital property pack, Documents, Progress tracker, Messenger, Searches, Compliance

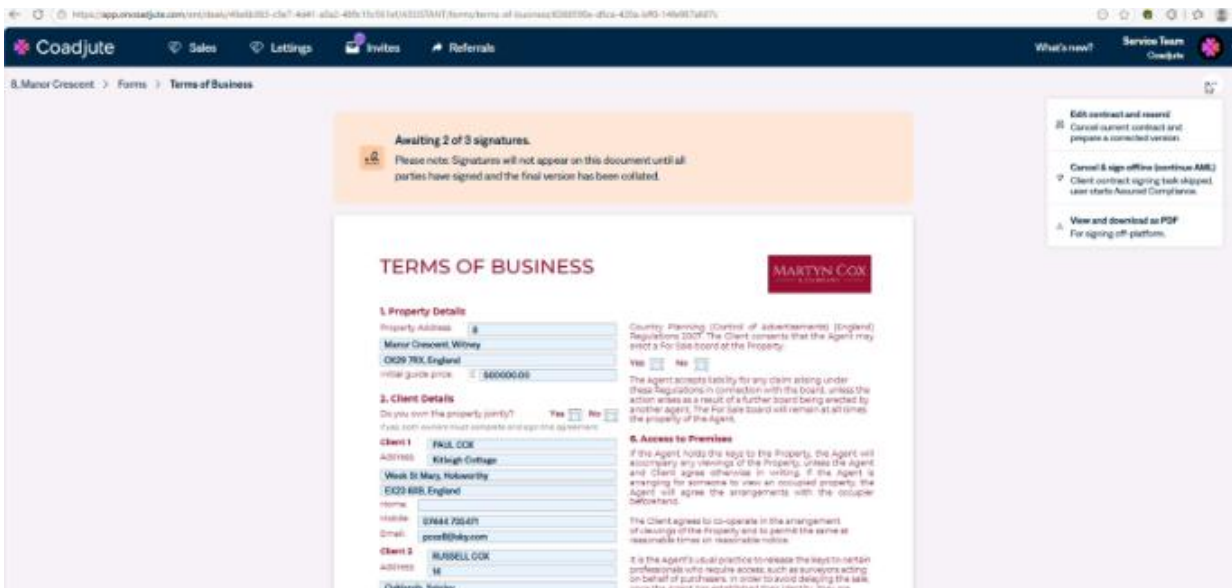
Step 3:

Under Forms - you will see Terms of Business. Click into this.



Step 4:

Click on the 3 dots in the top right-hand side and 3 options will appear.



Click **Edit contract and resend**. You can then make any necessary changes.

NOTE: If you edit after any parties have signed, then all parties will be required to resign.