

For clarity here. Contract status is conditional whilst ever there is a condition that has not yet been accepted by the buyer/seller.
Unconditional when all conditions have been accepted but the property is yet to settle.
Settled when we get notified of same.
Terminated when notified of same.
If there is a request . to extend the settlement date of the contract at any time, and we have received correspondence from the requesting party and the other party (so buyer or seller as the case may be). We update the anticipated settlement date here.

When all conditions are accepted change status to unconditional and triggers unconditional flow

Contract App

Property Address:

Contract Date: 1/1/10

Status:

Conditional

Unconditional

Settled

Terminated

Settlement Extension Request: ☐ Buyers ☐ Seller

Proposed Settlement date: 1/1/10

Contract Condition

Special Condition Number:

Special Condition Header:

Extension Request: ☒ Buyers ☐ Seller

Due Date: 1/1/10

Condition Accepted: ☐

Contract Condition

Special Condition Number:

Special Condition Header:

Extension Request: ☒ Buyers ☐ Seller

Due Date: 1/1/10

Condition Accepted: ☐

When notified of settled, change status to settled
Triggers Settled Flow

When termination requested, change status to terminated
Triggers termination flow

If both agree, updated settlement date

From Contract Request: Signed Contract Stage

From EMAIL: contracts.toowoomba@colliers.com

Admin checks Contract is Signed and witnessed, date contract and save contract on Server

Admin emails contract to buyer and sellers solicitors and CC's contracts.toowoomba@colliers.com

Monitor contract.toowoomba@

Add contract in REX in Legal tab including full special conditions

Add Special Condition Header number and title and date in Podio

Add buyer contact details in REX

Mark Contract status as "Accepted" and add contract date in REX

Create Deal Sheet for property

Stage to Contract Entered

Stage Set to Deal Sheet Complete

Create the Commission Work sheet in rex

Create Deal Register Number update deal sheet

Sign contract as deposit holder, scan in, save and photocopy

Is Conjunction?

Yes

Copy of contract emailed

Request Conjunction invoice from conjuncting agent

No

Notifies deposit received

Deposit Received

Email Buyer & Solicitors a copy of Trust Account Receipt

Change status and tick box received in REX

Change Status to Accepted and awaiting conditions

Triggers Conditional contract pro.

EMAIL TEMPLATE

Dear {Agent},

The contract for {property} is now entered into the system. Can I please request you complete the deal sheet for the property via the following link and notify us when complete by clicking the button below.

BUTTON: Complete

Thankyou

EMAIL TEMPLATE

Dear {Admin},

{Agent} has now completed the Deal Sheet for {property}. Please complete the following tasks and kindly let us know when the deposit has been received and it matches the contract amount.

Can you please sign the contract as Deposit Holder, scan, save to the server and photocopy the contract;

If this property is a conjunction sale;
1. Send a copy of the contract to the conjuncting agent;
2. Request a conjunction invoice from the conjuncting agent

BUTTON: Deposit Received Seller
BUTTON: Deposit Received Colliers

Thankyou

Button Selected, Move stage

(MANUAL) EMAIL TEMPLATE

SENT FROM contracts.toowoomba@colliers.com

Dear {Buyer},
CC: Buyer's Solicitor & Seller's Solicitor

Please find attached your trust account receipt for the deposit paid.

Thank you.

Attach Trust Acc Receipt from REX