**Sales – Data Check**

Using the explanations in your Knowledge Centre, please review your data and update the yellow sections below:

**Property Details**: Checking the price, property status and vendor details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Property Address** | | **Property Address** | | **Property Address** | |
|  | |  | |  | |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Property Price** |  |  |  |  |  |  |
| **Property Status** |  |  |  |  |  |  |
| **No. of Bedrooms** |  |  |  |  |  |  |
| **Vendor Name** |  |  |  |  |  |  |
| **Vendor Address** |  |  |  |  |  |  |
| **Vendor Tel No.** |  |  |  |  |  |  |
| **No. of Viewings** |  |  |  |  |  |  |
| **No. of Offers** |  |  |  |  |  |  |
| **No. of Sales** |  |  |  |  |  |  |
| **Record Owner** |  |  |  |  |  |  |
| **Preferred Contact Method** |  |  |  |  |  |  |

**Vendor Details**: Checking the vendor information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Vendor Name** | | **Vendor Name** | | **Vendor Name** | |
|  | |  | |  | |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Correspondence Address** |  |  |  |  |  |  |
| **Vendor Tel No.** |  |  |  |  |  |  |
| **Vendor Email Address** |  |  |  |  |  |  |
| **Preferred Contact Method** |  |  |  |  |  |  |
| **Property Details** |  |  |  |  |  |  |
| **Solicitor Details** |  |  |  |  |  |  |

**Applicant Details**: Checking the applicant information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Applicant Name** | | **Applicant Name** | | **Applicant Name** | |
|  | |  | |  | |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Correspondence Address** |  |  |  |  |  |  |
| **Applicant Status** |  |  |  |  |  |  |
| **Applicant Tel No.** |  |  |  |  |  |  |
| **Applicant Email Address** |  |  |  |  |  |  |
| **Preferred Contact Method** |  |  |  |  |  |  |
| **Requirements:** |  |  |  |  |  |  |
| **Maximum Price** |  |  |  |  |  |  |
| **Minimum Bedrooms** |  |  |  |  |  |  |
| **Property Types** |  |  |  |  |  |  |
| **Areas of Interest** |  |  |  |  |  |  |
| **Date Profile Expires** |  |  |  |  |  |  |
| **No. of Viewings** |  |  |  |  |  |  |
| **No. of Offers** |  |  |  |  |  |  |
| **No. of Sales** |  |  |  |  |  |  |
| **Solicitor Details** |  |  |  |  |  |  |