

# 247Legal – Digital Legal Documentation

## Members (lawyers and estate agents)

---

Login via the member's button on the front page of 247legal.com.au

Username           branch office phone number (no spaces)

Password           as allocated – you can change your password anytime.

It is only Members who have access to the *print* documentation

The two key documents are –

1.       Vendor Statement Print Version
2.       Contract

## Pay attention – Don't left click

---

To download, right-click the document name and choose **Save Target As..** (or Save Link As). Then save to your desktop or a folder on your hard drive.

Voila – you can print one, two three or as many copies as you need or even email as an attachment.

## Buyers and Prospects

---

Whenever a buyer or prospect wants to look at the 32 or any of the legal documents you have at least 3 options (not counting faxing & posting)

1.       Online – quick search
2.       Email the 32 and any other legal document
3.       Send the URL of the Property Profile

The online option via the quick search box gives buyers quick access to the Property Profile by typing in a simple keyword in the quick search box. eg Tudor or Bentleigh. Note – buyers can view, save or download any document *but cannot print*. Only members have access to the Print Versions. This is a security measure that prevents unauthorized use of the documentation.

Alternately you can email any of the legal documents that you have downloaded. This way you can give the buyer the ability to print any of the documents.

Thirdly we will email you the URL for the Property Profile. By clicking on the URL this will open up the Property Profile directly. An option is you can email buyers the URL.

Another option raised by a number of agents is – can I include a link to the Property Profile page on our website or domain.com.au or realestate.com.au? Answer: we have no objection to you doing this. I have done this myself on domain.com.au when I uploaded a property for sale on behalf of a client who was doing the self sell thing. You will need to include a link to legal documentation – 247legal or some other words

---

So there you have it

- no more faxes,
  - no more photocopying,
  - no more couriers and
  - no more “where the malteser is the 32?”
-