How do I track a purchaser's SPA status?

3 years ago · Updated

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Settings > Company Documents

1. Click **Settings** at the Showroom homepage
2. Click **Company Documents** and upload the necessary legal documents

Bookings > Sold > (Unit #) > Assign Lawyer

3. Click **Bookings** at the Showroom homepage
4. Click the red category **Sold** at the top bar to apply the filter to view all sold units only
    - The 'Assign Lawyer' option at the Booking Overview page is activated:
        - Once the booking status is sold
        - If the source of finance is a panel banker
        - If the loan status is **LO Signed**
5. Click on the specific booking you would like to edit
6. Scroll down to the Lawyer section and click **Assign Lawyer**
7. Select a lawyer from your Panel Lawyer list, click **Confirm**
8. Click **Schedule** to arrange appointment with lawyer
9. Select 3 slots (Date & Time) for your lawyer/purchaser to choose from and add remarks if needed, click **Confirm**
10. The status will change to first status which would be **Appointment Pending**

The SPA statuses are as below. The first two statuses can be updated by lawyers Help Lawyers mobile application. Once the SPA is received, developers can update the status by clicking at the dropdown

- Appointment Pending (Lawyer)
- SPA Signed (Lawyer)
- SPA Received (Lawyer)
- Developer Signed
- Lawyer Collected
- Sold (Stamped)

Panel lawyers can be added if you have purchase a package with MHub specifically for lawyers. Contact us at help@mhub.my and we would be happy to assist you with the process

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