

Importing Clients from CRM to movebutler



This guide offers a comprehensive walk through for importing clients from a CRM to movebutler, ensuring that all necessary information is accurate and complete. It highlights best practices, such as verifying client awareness of data sharing and utilising digital invitations for a smoother process. By following this guide, users can efficiently manage client and property data, maintain compliance, and streamline their workflow in movebutler.



Alert! Before you start on the movebutler process you need to ensure that all of the information on the CRM record is complete and correct. Email address and telephone numbers should not be copied from other users i.e. they need to be unique.

In this guide we will be looking at a Private Treaty sale not Auction.

1

Navigate to

<https://crm.iamproperty.com/Sales/Vendor/Record/70819148#details>

Click "movebutler"

Click "Sign In"

iam property My day Lettings Sales Accounts Reporting Communications My account

1

Confirmed ✓

Confirmed ✓

tacted

Details

Checklist

Properties

Contacts

Documents

Journal

Sign

Audit

Personal Information

Title Mr	Forename David
Surname Vendor32	Company Name
Salutation Vendor32	
Website	Phone Number 01322463256996
Work phone	Mobile phone 07852325002
Email Address zagg.dave@gmail.com	Source Advert

Vendor Address

Address type Contact	Postcode DH2 2HX
Address 87 Pelaw Crescent, Chester le Street, County Durham, DH22HX, UK	
House 7599	Line1 Pelaw Crescent
Line2	Town Chester le Street
County County Durham	Country UK

Contact Notes

B I U

Enter Contact Notes

Personal Information

Title Mr	Forename David
Surname Vendor32	Company Name
Salutation Vendor32	
Website	Phone Number 01322463256996
Work phone	Mobile phone 07852325002
Email Address zagg.dave@gmail.com	Source Advert

Vendor Address

Address type Contact	Postcode DH2 2HX
Address 87 Pelaw Crescent, Chester le Street, County Durham, DH22HX, UK	
House 7599	Line1 Pelaw Crescent
Line2	Town Chester le Street
County County Durham	Country UK

Contact Notes

B I U

Sign in

Username

Password

[Forgot your password?](#) [CRM login](#)



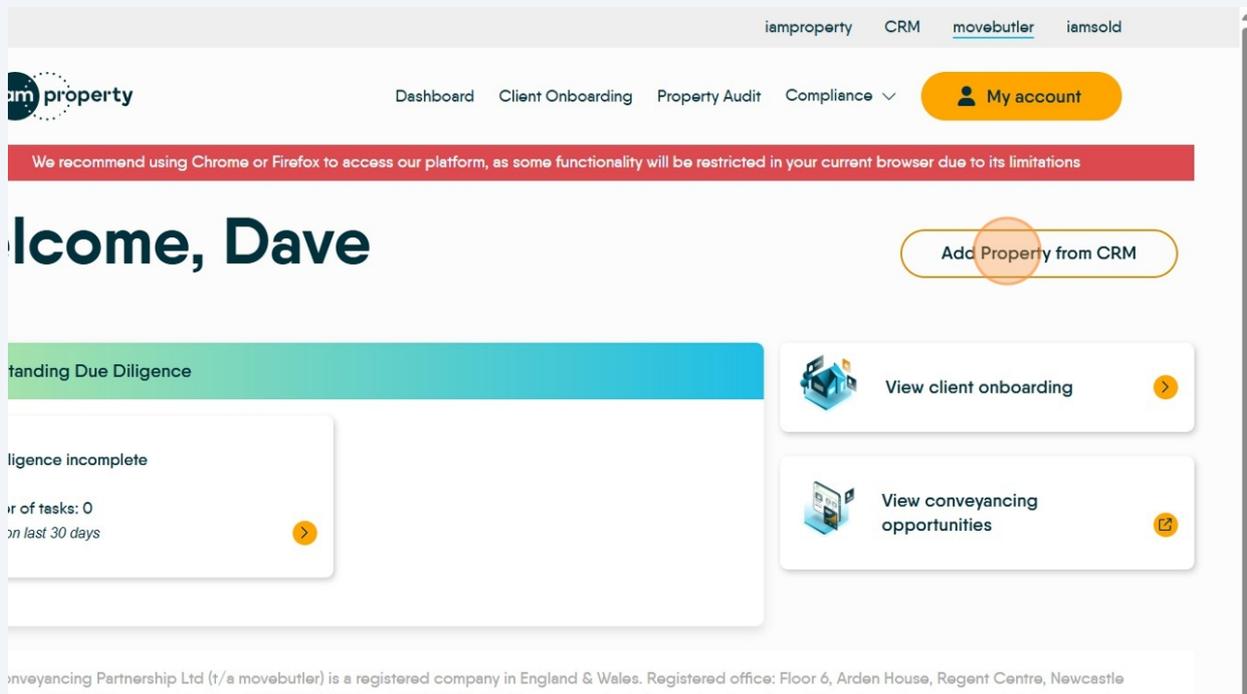
Your partner for today and tomorrow

At iamproperty we're developing everything you need to run your agency under one roof, one supplier relationship. With an ecosystem of solutions that will continue to grow and evolve with your agency, and that put you in control, freeing you up to do what you do best.

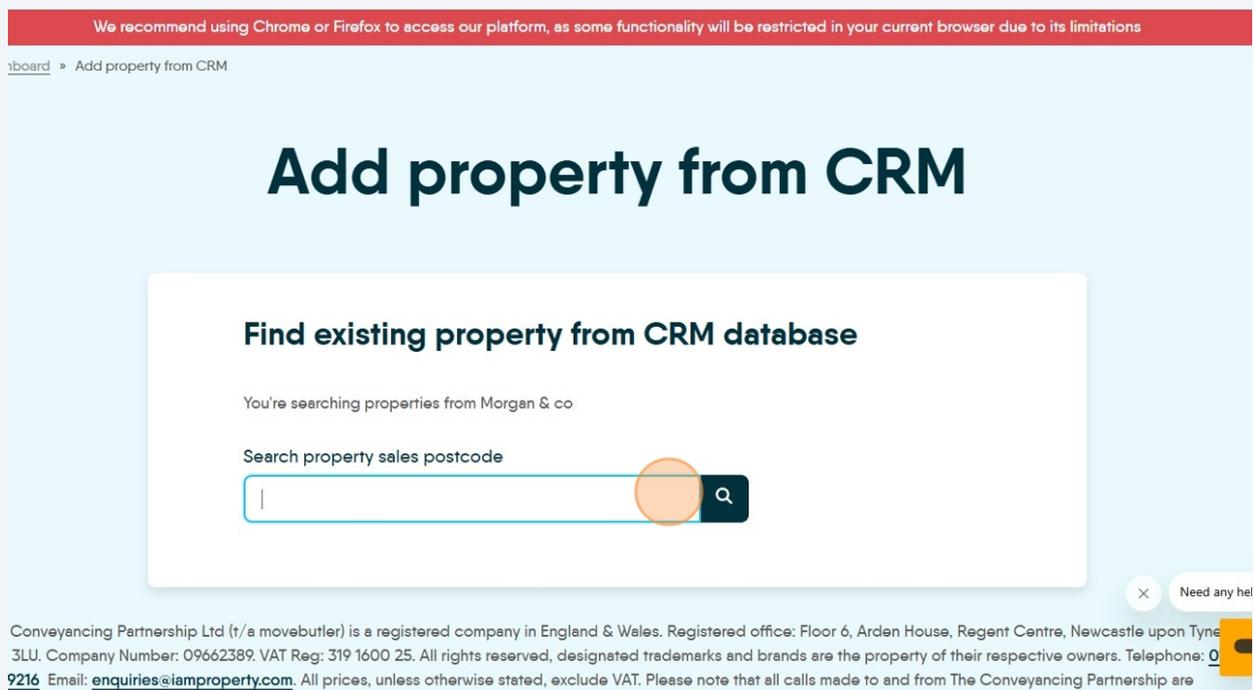


2 Once in movebutler we will be adding a new client and property.

Click "Add Property from CRM"



3 Click the "Search property sales postcode" enter and search for the property in the drop down list.



iamproperty CRM [movebutler](#) [iamsold](#)

iam property Dashboard Client Onboarding Property Audit Compliance [My account](#)

We recommend using Chrome or Firefox to access our platform, as some functionality will be restricted in your current browser due to its limitations

Add property from CRM

Add property from CRM

Find existing property from CRM database

You're searching properties from Morgan & co

Search property sales postcode

7599, Pelaw Crescent, Chester le Street, County Durham, DI

4 Next set the Transaction Type and Method of Sale options. For example click 'Sale'

Property address
7599 Pelaw Crescent, Chester le Street, England, DH2 2HX

Property value
£ GBP 140000

Property type
 Residential Commercial

Transaction type
 Sale Purchase

Method of sale
 Private treaty Auction

Continue

5 Then Click "Private treaty"

Property address
7599 Pelaw Crescent, Chester le Street, England, DH2 2HX  

Property value

Property type
 Residential Commercial

Transaction type
 Sale Purchase

Method of sale
 Private treaty Auction

[Continue](#) 

6 Click "Continue"

Property address
7599 Pelaw Crescent, Chester le Street, England, DH2 2HX  

Property value

Property type
 Residential Commercial

Transaction type
 Sale Purchase

Method of sale
 Private treaty Auction

[Continue](#)  [Need any help?](#) 

7

Import the client (Vendor) details by selecting from the drop down menu.

Transaction Address: 7599 Pelaw Crescent, DH2 2HX

Import clients from the CRM into movebutler

You're currently importing client from Morgan & co

Please select any remaining CRM client(s) associated with this transaction address to import their details into movebutler. Please note, you must import the client and click 'Import Selected Client' to move on to the next onboarding steps and add them to this transaction.

Select client

David Vendor32



Import selected client

All Imported clients

There are currently 0 clients in movebutler's database that have been imported from CRM.

Please select a client from the list above and click 'Import Selected Client'. Once imported they will display in this table and you will be able to continue to add them to this transaction in the following screens.

8

Click "Import selected client"

Transaction Address: 7599 Pelaw Crescent, DH2 2HX

Import clients from the CRM into movebutler

You're currently importing client from Morgan & co

Please select any remaining CRM client(s) associated with this transaction address to import their details into movebutler. Please note, you must import the client and click 'Import Selected Client' to move on to the next onboarding steps and add them to this transaction.

Select client

David Vendor32



Import selected client

All Imported clients

There are currently 0 clients in movebutler's database that have been imported from CRM.

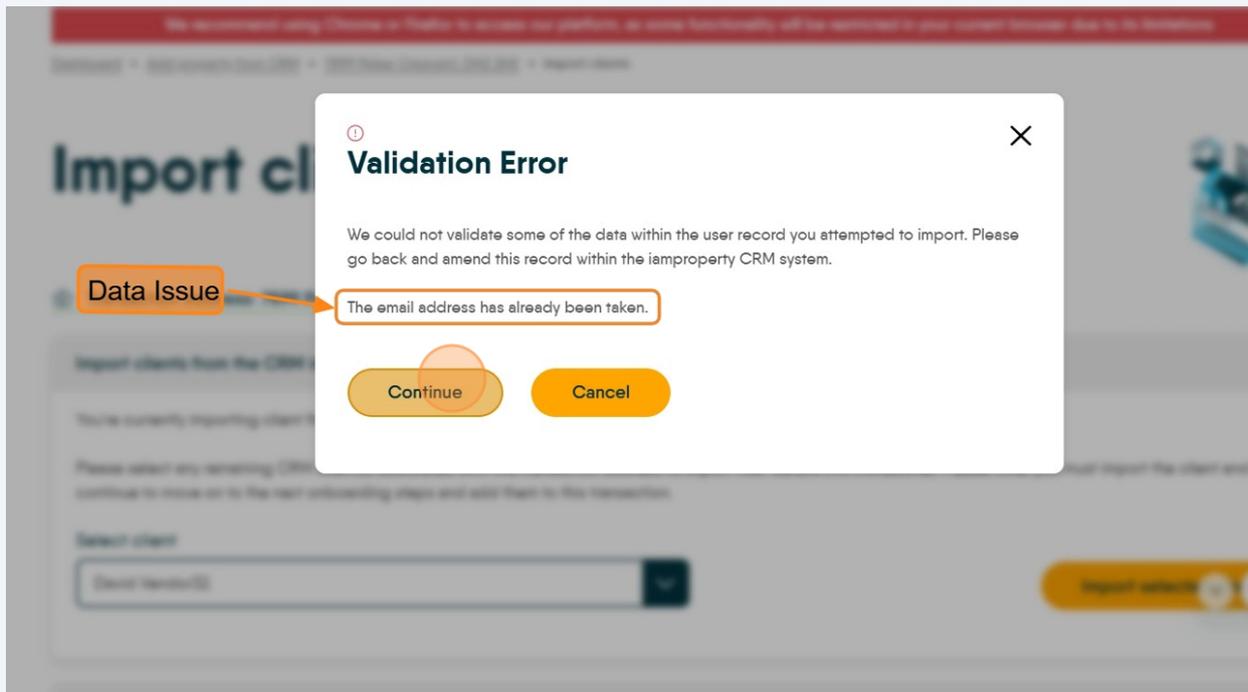
Please select a client from the list above and click 'Import Selected Client'. Once imported they will display in this table and you will be able to continue to add them to this transaction in the following screens.

Need any help?

Continue to next step

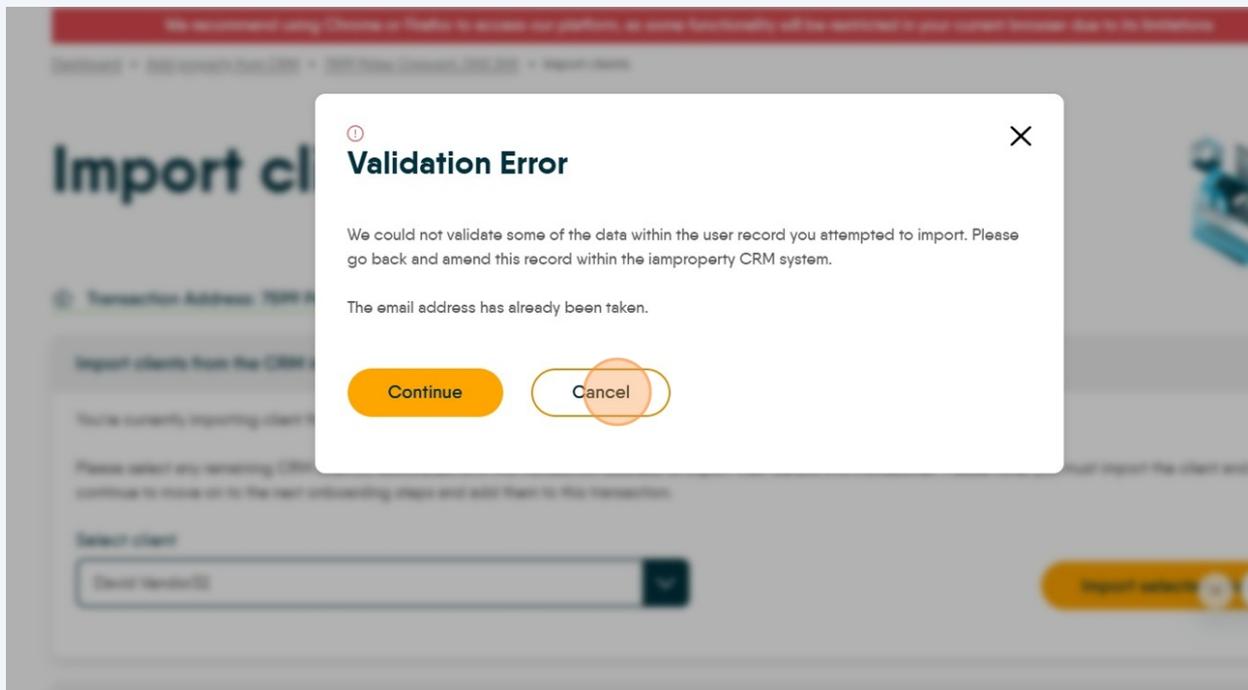
9

If there are any errors in the data within CRM then you will see a 'Validation Error' message, fix the issue and click "Continue". This screen will identify the data issue.



10

or click "Cancel" and return to CRM to fix the issue.



11 If successful you will see "Success Client imported successfully."

The screenshot shows the 'Import clients from CRM' page in the 'movebutler' section. At the top, there is a navigation bar with 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below this is a header with the 'iam property' logo and navigation links: 'Dashboard', 'Client Onboarding', 'Property Audit', 'Compliance', and 'My account'. A red banner at the top states: 'We recommend using Chrome or Firefox to access our platform, as some functionality will be restricted in your current browser due to its limitations'. The breadcrumb trail is 'Add property from CRM » 7599 Pelaw Crescent, DH2 2HX » Import clients'. A green success message box says 'Success Client imported successfully.' with a close button. The main heading is 'Import clients from CRM' with an illustration of a laptop and server. Below the heading, the transaction address is '7599 Pelaw Crescent, DH2 2HX'. A section titled 'Import clients from the CRM into movebutler' contains the text: 'Currently importing client from Morgan & co'. Below this, instructions state: 'Select any remaining CRM client(s) associated with this transaction address to import their details into movebutler. Please note, you must import the client and click to move on to the next onboarding steps and add them to this transaction.' The word 'Client' is partially visible at the bottom.

12 To Import multiple clients use the dropdown as many times as you need to import all clients associated with the property.

The screenshot shows the 'Import multiple clients' page in the 'movebutler' section. The navigation bar is the same as in the previous screenshot. The header also includes the 'iam property' logo and navigation links. A dropdown menu is open, showing 'Select a client from CRM...' with a downward arrow. To the right of the dropdown is an orange button labeled 'Import selected client'. A green success message box says 'Success Client imported successfully.' Below the dropdown, there is a section titled 'All Imported clients'. A light blue information box states: 'Import multiple clients: You can use the dropdown above as many times as you need to import all clients associated with this property.' Below this, the text reads: 'Here are a list of the CRM imported clients for this property.' A table lists the imported clients:

Client name	Client type
David Vendor32	Vendor

At the bottom right, there is an orange button labeled 'Continue to next'.

13 Once all Vendors are added to movebutler Click "Continue to next step"

a client from CRM...

Import selected client

Success
Client imported successfully.

Imported clients

Import multiple clients: You can use the dropdown above as many times as you need to import all clients associated with this property.

a list of the CRM imported clients for this property.

Name	Client type
Vendor32	Vendor

Continue to next step

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: **0191 731 9216** Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

14 Check the Address details are correct. Click "Next"

Please note: You are entitled to one Free Title Register per transaction. Any additional Title Register requests will be billed at the usual charge of £700 per Title as set out in the Land Registry.

Confirm Address

Transaction Address
7599 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, England

Confirm Address

Please confirm below the building name/number and postcode for this address:

Building Name/Number*	Postcode*
7599	DH2 2HX

Next

Can't find the Title you're looking for? [Skip this step](#)

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners.

15 If there is no title registered for the property you will see this warning message.

The screenshot shows the 'iamproperty' CRM interface. At the top, there are navigation links for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below this is a navigation bar with 'Dashboard', 'Client Onboarding', 'Property Audit', 'Compliance', and a 'My account' button. The main content area displays the address '7599 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, England' with an 'Edit' link. A prominent orange warning box contains the following text: 'No title number has been identified from the data supplied. This does not necessarily mean that a register of a title does not exist but only that insufficient data has matched. Where the property is unregistered, request the vendor provides a copy of the conveyance or assignment and right to sell documents.' Below the warning, there are form fields for 'Property value' (set to £ 140000.00) and 'Method of sale' (set to Private treaty). A 'Need any help?' chat bubble is visible in the bottom right corner.

16 Click here and select the (previously added clients) clients from the drop down.

The screenshot shows the 'About your clients' form in the 'iamproperty' CRM. The form includes a light blue informational banner: 'Clients imported from CRM: No need to create a new client, imported clients can be found by searching for the client name.' Below this is a search field labeled 'Find existing client...' with a 'Search...' placeholder. The form is divided into two main sections: 'Client type' and 'Correspondence address'. Under 'Client type', there are radio buttons for 'Vendor only' and 'Buyer only'. Under 'Legal type', there are radio buttons for 'Individual' and 'Company'. The 'Correspondence address' section has a checkbox for 'Same as transaction address', a 'Postcode Search' field, and a link to 'Or enter address manually'.

About your clients

Clients imported from CRM: No need to create a new client, imported clients can be found by searching for the client name.

Find existing client...

Search...

David Vendor32 (7599)

Chris Hemsworth (19)

Robert De Niro (4)

Jones Smith (2)

Sales Applicant12 Applicant12 (1)

Sales Applicant17 (12 Yew Tree Close)

Correspondence address

 Same as transaction address

Postcode Search

Or enter address manually

Title *

Please select a title

First Name *

Capacity *

17

Complete all the fields, it is good practice to set the date of birth and sex at this point. Select the "Legal Owner / Beneficial Owner" option.

Or use the form below to create a new client

Client type

Vendor only

Buyer only

Legal type

Individual

Company

Title *

Mr.

First Name *

David

Middle Name (optional)

Surname *

Vendor32

Email Address

zagg.dave1@gmail.com

Date of Birth (optional)

dd/mm/yyyy

Sex (optional)

Select...

Correspondence address

 Same as transaction address

Use postcode lookup

Address Line 1

7599

Address Line 2

Pelaw Crescent

Address Line 3

Town/City

Chester le Street

County

County Durham

Postcode

DH2 2HX

Country

England

Capacity *

Legal Owner / Beneficial Owner



Alert! Before you complete and move on from this screen make sure ALL legal owners are added to this check and individual risk assessments are raised.

Also make sure your clients are aware that movebutler is being used.

18 Click "Save and Continue"

Form fields for client onboarding:

- Name (optional): [Empty]
- Surname *: Vendor32
- County: County Durham
- Postcode: DH2 2HX
- Country: England
- Date of Birth (optional): dd/mm/yyyy
- Capacity *: Legal Owner / Beneficial Owner

Message: You must add all legal owners and conduct individual Risk assessments.

Save and Continue

Need any help?

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: **0191 731 9216** Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

19 Click "Please confirm you have made your client(s) aware that their data is being shared with movebutler."

Onboarding Clients

Name	Client Type
David Vendor32	Vendor

Please confirm you have made your client(s) aware that their data is being shared with movebutler.

How would you like to onboard your client? Please select:

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: **0191 731 9216** Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

20

The best practice is to use the online process. So the customer can complete and add their own information. Click "Send customer a digital invitation".

Onboarding Clients

Name	Client Type
David Vendor32	Vendor

Please confirm you have made your client(s) aware that their data is being shared with movebutler.

How would you like to onboard your client? Please select:

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: [0191 731 9216](tel:01917319216) Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from the Conveyancing Partnership are recorded for training and monitoring purposes.

21

If your customer cannot use the digital route. Click "I will continue in platform"

Onboarding Clients

Name	Client Type
David Vendor32	Vendor

Please confirm you have made your client(s) aware that their data is being shared with movebutler.

How would you like to onboard your client? Please select:

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: [0191 731 9216](tel:01917319216) Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from the Conveyancing Partnership are recorded for training and monitoring purposes.

22 Click "Continue"

Onboarding Clients

Name	Client Type
David Vendor32	Vendor

Please confirm you have made your client(s) aware that their data is being shared with movebutler.

How would you like to onboard your client? Please select:

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: [0191 731 9216](tel:01917319216) Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

The 'In Platform' process.

- 23 This process should only be used where you are sat with the customer and they have no way of completing the digital journey.

24 In Platform checks

iamproperty CRM movebutler iamsold

iam property

Dashboard Client Onboarding Property Audit Compliance My account

We recommend using Chrome or Firefox to access our platform, as some functionality will be restricted in your current browser due to its limitations

Dashboard > Property Audit > 7599 Pelaw Crescent, DH2 2HX

7599 Pelaw Crescent, DH2 2HX

CRM Property

Property address:
7599 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, England

Property value: £140,000 Tenure: No tenure set Method of sale: Private Treaty

Edit transaction details

Clients

Clients

Filter by Link/unlink CRM client Add new client

Client name Date added Added by Client type Onboarding status Latest risk level Residential address

25 Click "Clients"

iam property

Dashboard Client Onboarding Property Audit Compliance My account

Property value: £140,000 Tenure: No tenure set Method of sale: Private Treaty

Edit transaction details

Clients

Clients

Filter by Link/unlink CRM client Add new client

Client name	Date added	Added by	Client type	Onboarding status	Latest risk level	Residential address	
★ David Vendor32	25.02.25	Dave Morgan	Vendor	Incomplete	Incomplete	7599, Pelaw Crescent, DH2 2HX	Manage

View documents

26

Clicking the 3-dot menu gives you the ability to send a digital invitation to your client.

Property value: £140,000 Tenure: No tenure set Method of sale: Private Treaty

Edit transaction details

Clients

Clients

Filter by Link/unlink CRM client Add new client

	Client name	Date added	Added by	Client type	Onboarding status	Latest risk level	Residential address	
	★ David Vendor32	25.02.25	Dave Morgan	Vendor	 Incomplete	 Incomplete	7599, Pelaw Crescent, DH2 2HX	Manage

View documents

Documents

Property value: £140,000 Tenure: No tenure set Method of sale: Private Treaty

Edit transaction details

Clients

Clients

Filter by Link/unlink CRM client Add new client

	Client name	Date added	Added by	Client type	Onboarding status	Latest risk level	Residential address	
	★ David Vendor32	25.02.25	Dave Morgan	Vendor	 Incomplete	 Incomplete	7599, Pelaw Crescent, DH2 2HX	Manage

Invite to onboard

View documents

Documents

27 Click "Manage client"

iamproperty CRM movebutler iamsold

iam property

Dashboard Client Onboarding Property Audit Compliance

My account

Property value: £140,000 Tenure: No tenure set Method of sale: Private Treaty

Edit transaction details

Clients

Clients

Filter by Link/unlink CRM client Add new client

Client name	Date added	Added by	Client type	Onboarding status	Latest risk level	Residential address	
★ David Vendor32	25.02.25	Dave Morgan	Vendor	Incomplete	Incomplete	7599, Pelaw Crescent, DH2 2HX	Manage client

View documents

Documents

Need any help?

28 The flag shows the Compliance is still incomplete

iamproperty CRM movebutler iamsold

iam property

Dashboard Client Onboarding Property Audit Compliance

My account

Name: David Vendor32 Transaction Address: 7599 Pelaw Crescent, DH2 2HX View more details

Tasks

Incomplete tasks

Compliance incomplete

Customer due diligence

Verification summary

Reports and uploads

Risk assessment Start now

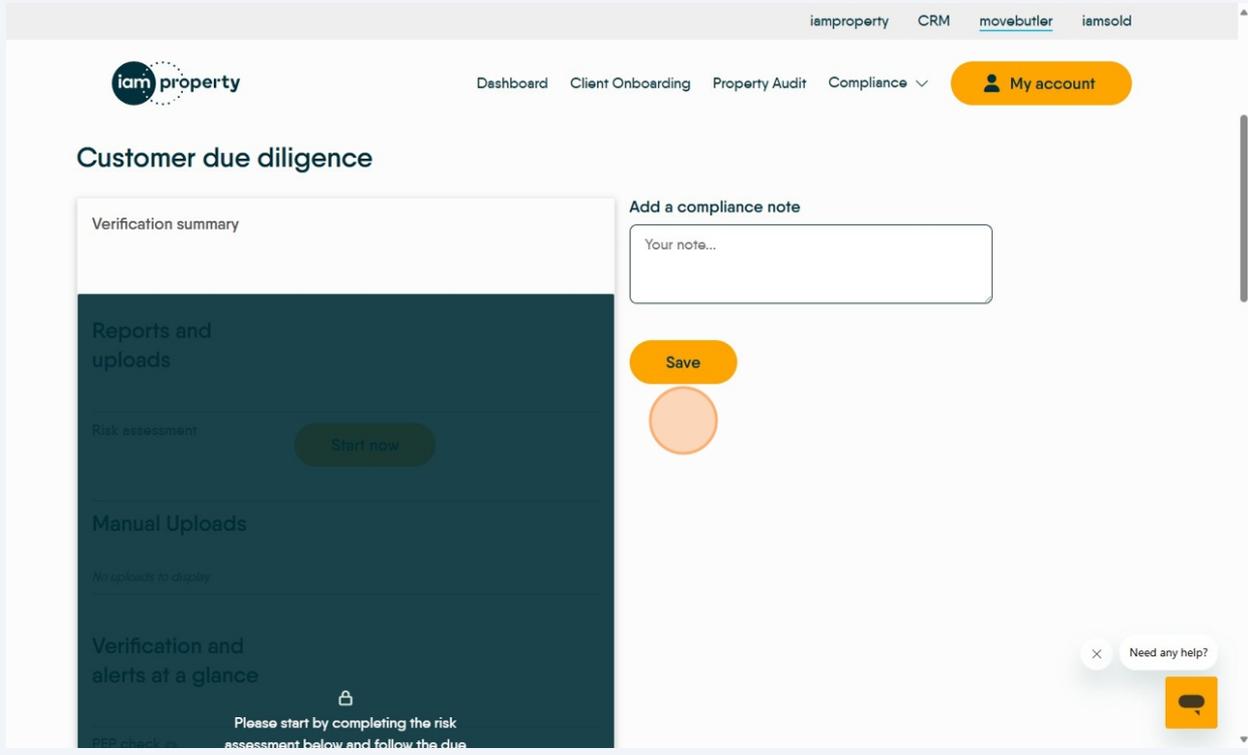
Add a compliance note

Your note...

Save

Need any help?

29 Click "Add a compliance note" and add any notes you require.



30 Ask these questions to your client. Click here to select Yes/No as answered by your client.



My account

Personal risk assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	Yes	No
Was this individual met in person?	Yes	No
Is this a 'buy to let' property?	Yes	No
Is the property valued at over £1 million?	Yes	No
Is the client a UK resident?	Yes	No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	Yes	No
Has the property been owned for 12 months or more?	Yes	No

Need any help?

Save responses

Personal risk assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	Yes	No
Was this individual met in person?	Yes	No
Is this a 'buy to let' property?	Yes	No
Is the property valued at over £1 million?	Yes	No
Is the client a UK resident?	Yes	No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	Yes	No
Has the property been owned for 12 months or more?	Yes	No

Need any help?

Save responses

Personal risk assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	Yes	No
Was this individual met in person?	Yes	No
Is this a 'buy to let' property?	Yes	No
Is the property valued at over £1 million?	Yes	No
Is the client a UK resident?	Yes	No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	Yes	No
Has the property been owned for 12 months or more?	Yes	No

Save responses

Personal risk assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	Yes	No
Was this individual met in person?	Yes	No
Is this a 'buy to let' property?	Yes	No
Is the property valued at over £1 million?	Yes	No
Is the client a UK resident?	Yes	No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	Yes	No
Has the property been owned for 12 months or more?	Yes	No

Save responses

Personal risk assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was this individual met in person?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is this a 'buy to let' property?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the property valued at over £1 million?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the client a UK resident?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Has the property been owned for 12 months or more?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Save responses

31 Click "Save responses"

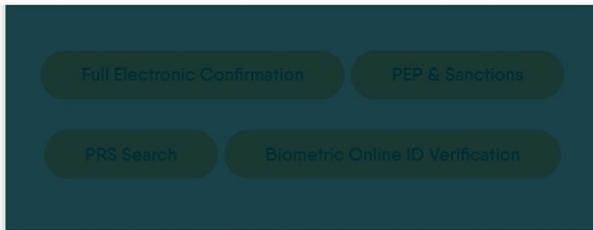
iamproperty CRM movebutler iamsold

iam property Dashboard Client Onboarding Property Audit Compliance  My account

Was this individual met in person?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is this a 'buy to let' property?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the property valued at over £1 million?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is the client a UK resident?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
From a money laundering perspective is there anything unusual or suspicious about this transaction or individual?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Has the property been owned for 12 months or more?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Save responses

32 If you want to hide the risk assessment answers Click "Hide Risk Assessment"



Risk assessment completed

Hide Risk Assessment

Ask your client the following to determine risk

Is the instructing person an owner/occupier, executor, or do they have Power of Attorney?	Yes	No
Was this individual met in person?	Yes	No
Is this a 'buy to let' property?	Yes	No

33 Any Compliance Notes added will show at the top of the screen.

Risk assessment completed

Show Risk Assessment

Compliance notes

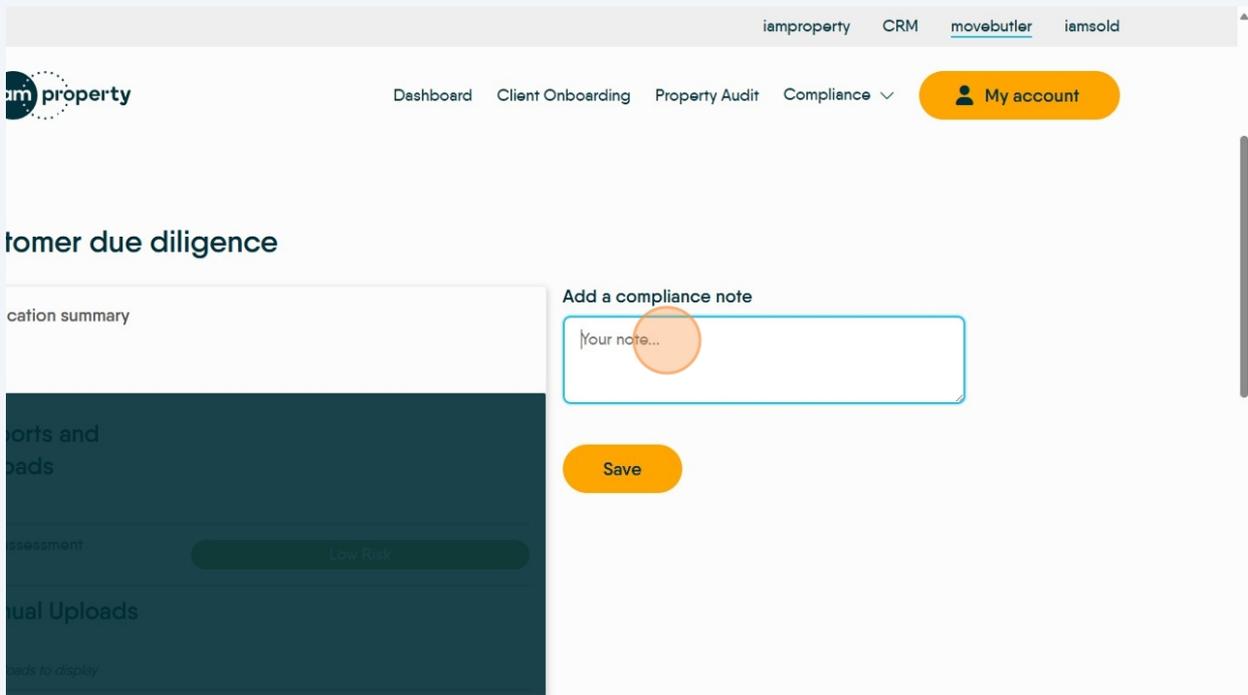
From To

Created at	Added by	Note
------------	----------	------

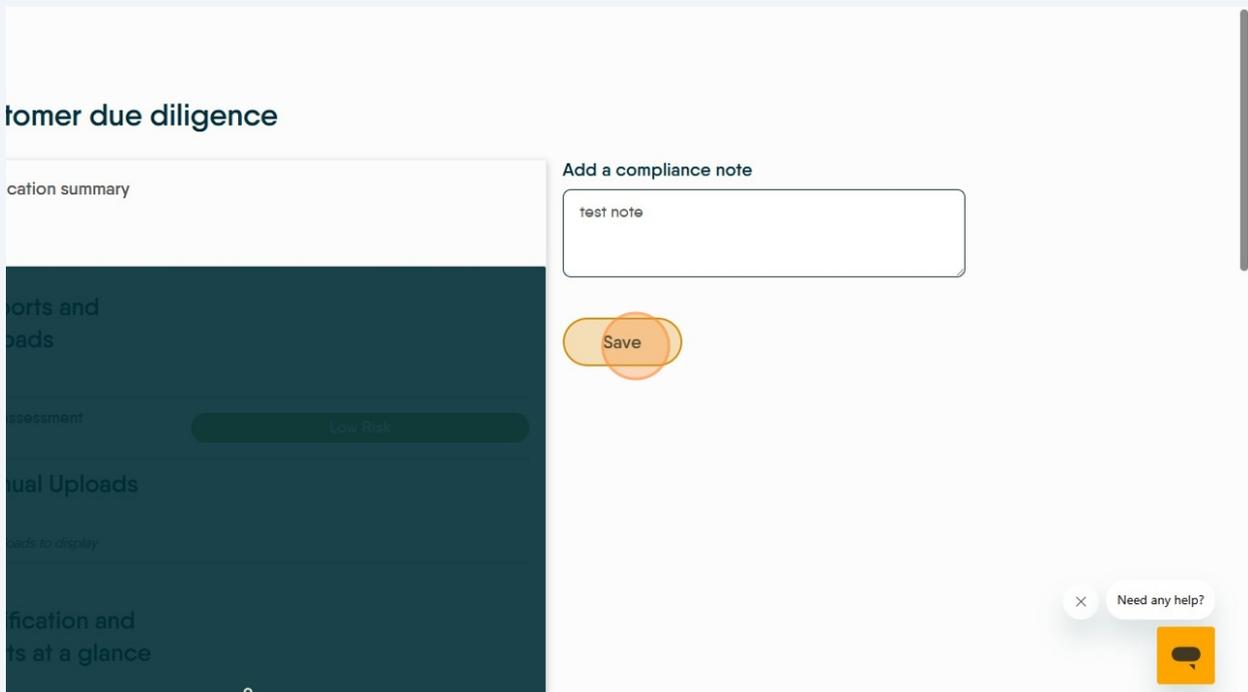
No assessment notes.

The Conveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: [0191 731 9216](tel:01917319216) Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

34 Click the "Add a compliance note" field.



35 Click "Save"



36 You can then see the verification summary and view the reports etc.

iam property

Dashboard Client Onboarding Property Audit Compliance My account

verification summary

Your note...

Save

Reports and uploads

Risk assessment **Low Risk**

Download (Latest generated 25/02/25)

Manual Uploads

No uploads to display

Verification and alerts at a glance

PEP check **Incomplete**

37 Click here to complete the verification.

Verification and alerts at a glance

PEP check i	Incomplete
Sanctions check i	Incomplete
Mortality check i	Incomplete
Liveness Verification (Biometric) i	Incomplete
ID Verification (Biometric) i	Incomplete
Address and DOB verification i	Incomplete

Full Electronic Confirmation PEP & Sanctions

PRS Search Biometric Online ID Verification

Need ar

38 Click "Full Electronic Confirmation"

Verification and alerts at a glance

PEP check ⓘ	Incomplete
Sanctions check ⓘ	Incomplete
Mortality check ⓘ	Incomplete
Liveness Verification (Biometric) ⓘ	Incomplete
ID Verification (Biometric) ⓘ	Incomplete
Address and DOB verification ⓘ	Incomplete

Full Electronic Confirmation

PEP & Sanctions

PRS Search

Biometric Online ID Verification

39 Check and update any missing data fields

Legal type

Individual

Company

Email Address

zagg.dave1@gmail.com

Client details

Title *

Mr.

First Name *

David

Middle Name (optional)

Surname *

Vendor32

Date of Birth *

dd/mm/yyyy

Sex *

Select...

7599

Pelaw Crescent

Address Line 3

Town/City

Chester le Street

County

County Durham

Postcode

DH2 2HX

Country

England

Capacity *

Legal Owner / Beneficial Owner

You must add all legal owners and conduct individual Risk assessments.

Next

Legal type

Individual Company

Email Address

zagg.dave1@gmail.com

Client details

Title * Mr. First Name * David

Middle Name (optional) Surname * Vendor32

Date of Birth * dd/mm/yyyy Sex * Male

7599 Pelaw Crescent

Address Line 3 Town/City Chester le Street

County County Durham Postcode DH2 2HX

Country England

Capacity * Legal Owner / Beneficial Owner

You must add all legal owners and conduct individual Risk assessments.

Next

40 Click "Next"

ve1@gmail.com

ils

Title * First Name * David

Name (optional) Surname * Vendor32

Birth * 6/1969 Sex * Male

County County Durham Postcode DH2 2HX

Country England

Capacity * Legal Owner / Beneficial Owner

You must add all legal owners and conduct individual Risk assessments.

Next Cancel

Need any help?

onveyancing Partnership Ltd (t/a movebutler) is a registered company in England & Wales. Registered office: Floor 6, Arden House, Regent Centre, Newcastle upon Tyne, NE3 3LU. Company Number: 09662389. VAT Reg: 319 1600 25. All rights reserved, designated trademarks and brands are the property of their respective owners. Telephone: **0191 731 9216** Email: enquiries@iamproperty.com. All prices, unless otherwise stated, exclude VAT. Please note that all calls made to and from The Conveyancing Partnership are recorded for training and monitoring purposes.

41

This screen will show what the cost of your selected verification is and allow you to confirm the order.

We recommend using Chrome or Firefox to access our platform, as some functionality will be restricted in your current browser due to its limitations

Order Full Electronic Confirmation

[Dashboard](#) » [Clients](#) » [David Vendor32](#) » [Confirm Search](#)

Order Summary

Full Electronic Confirmation

Client:	David Vendor32	Credit balance:	158
Ref:	2680687	Cost:	11

[Edit](#)

[Confirm & Order](#)

[Cancel](#)

42

If you cancel at this point you will see this screen. Click this drop down to upload a file to use as ID.

Result

Low Risk

Please follow one of the routes below in order to meet your minimum customer due diligence requirements.

Nothing prevents you from doing more than the indicated routes, if you feel it is appropriate.

Route A Full Electronic Confirmation

[Full Electronic Confirmation](#)

Route B PEP & Sanctions Check + Photo ID (or authenticated version)

Upload file

[Choose file](#)

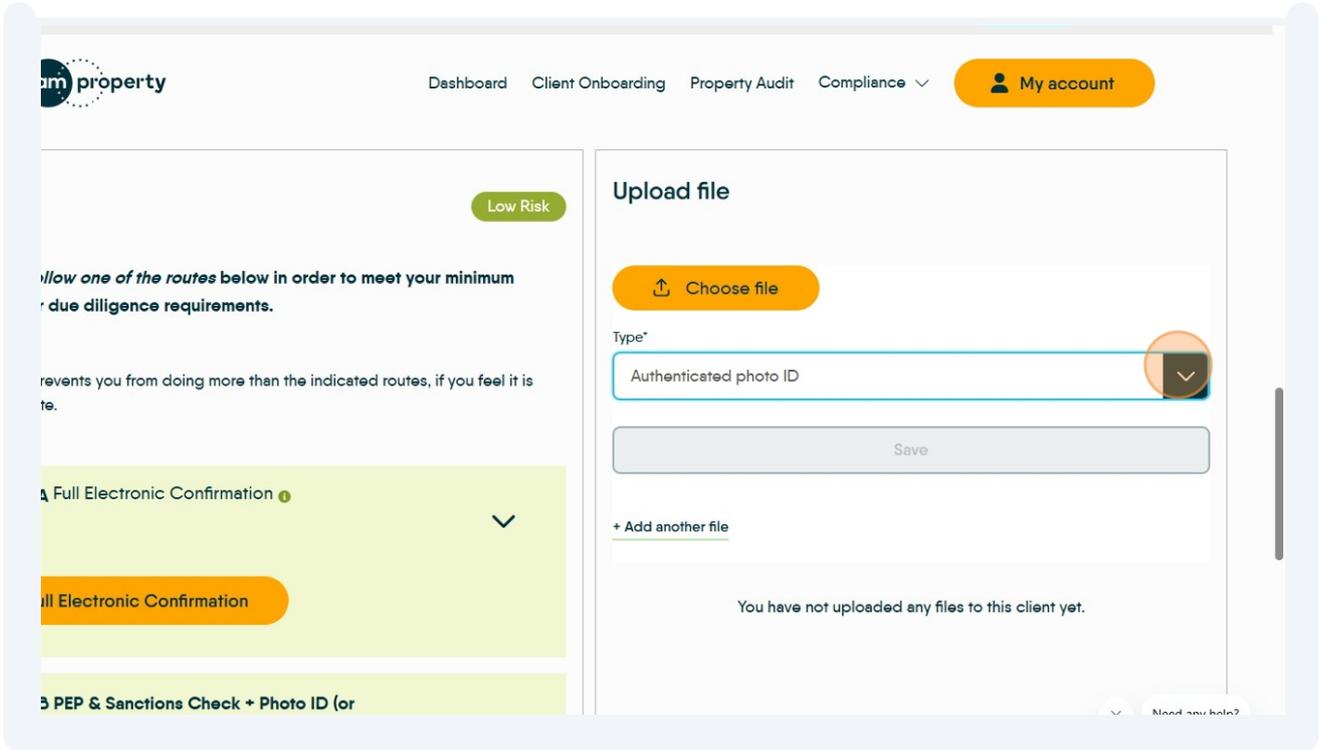
Type*

Please select an option

[Save](#)

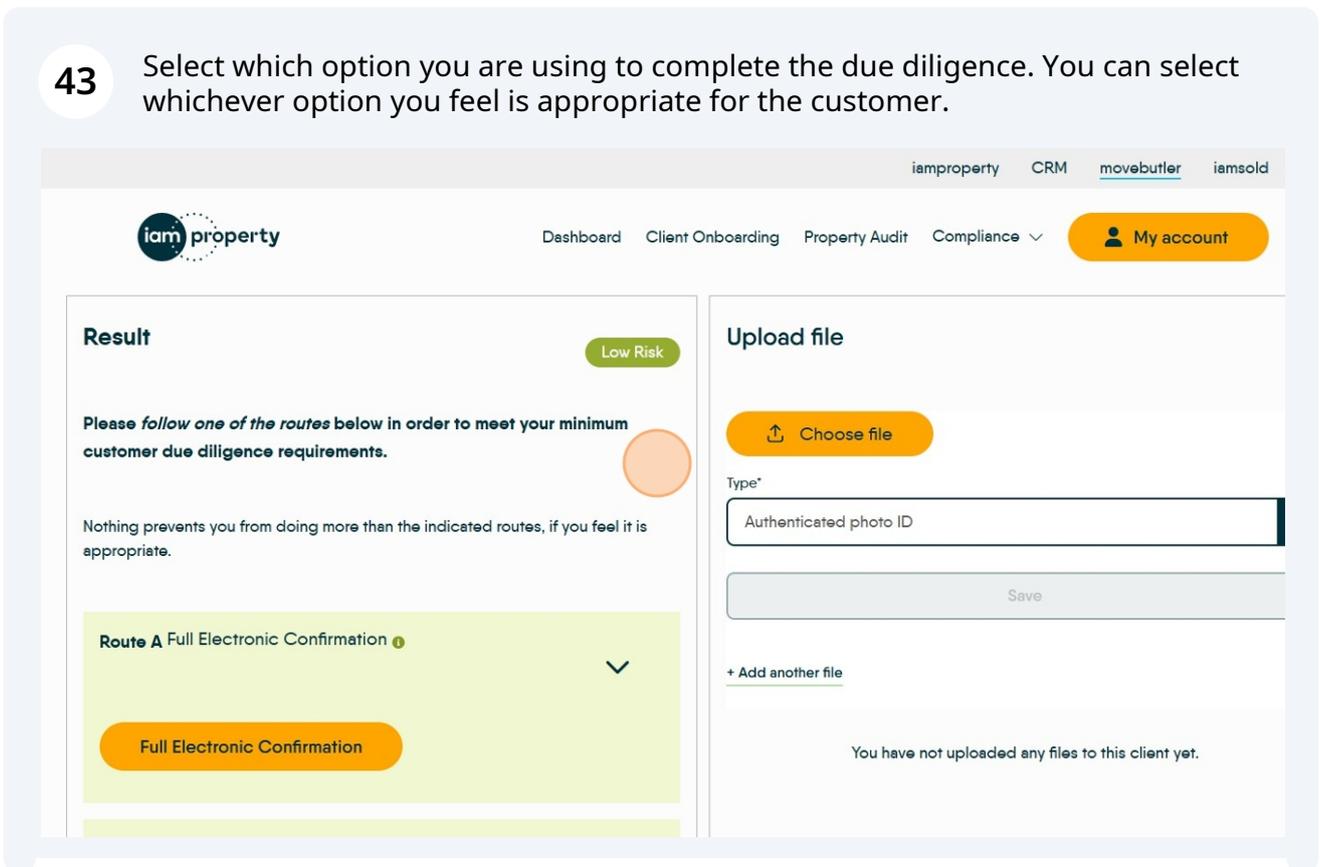
Please select an option

- Photo ID
- Authenticated photo ID
- Non-photo ID
- Authenticated non-photo ID
- Proof of address
- Authenticated proof of address
- Other



43

Select which option you are using to complete the due diligence. You can select whichever option you feel is appropriate for the customer.



Route B PEP & Sanctions Check + Photo ID (or authenticated version)



Upload file

PEP & Sanctions Check



Route C PEP & Sanctions Check + 2x Non Photo ID (or authenticated version)
(where the individual does not have Photo ID)



Upload file

PEP & Sanctions Check

Route D Online Biometric Identity verification



Biometric Online ID Verification



iamproperty CRM movebutler iamsolc



Dashboard Client Onboarding Property Audit Compliance

My account

Route C PEP & Sanctions Check + 2x Non Photo ID (or authenticated version)
(where the individual does not have Photo ID)



Upload file

PEP & Sanctions Check



Route D Online Biometric Identity verification



Biometric Online ID Verification

Compliance notes