

nu:move Group

Welcome to nu:move franchise.

On behalf CEO
Pam Batth.
welcome onboard!

The Office will be sharing with you the following,

GDPR - AML Legislation.

A folder via Dropbox labelled (Instructions your name 2020), in this folder you will make sub folders with the first name of the property (example 1 Buckingham Place) in this folder we add the following,



Sales Instruction

Vendor / Landlord ID's & Utility Bills - (AML verify)

Signed Terms & Agreement - we stipulate a £299 incl VAT withdrawal fee that is split to cover both parties initial outlay. otherwise our fee is due on completion and paid from the disbursements.

Property Photo's

Property Description

Floorplan

EPC

Online Video URL Link

Any ongoing correspondence from the Seller and Buyer and both parties Solicitors for the property.



GDPR.

We only keep all relevant information regards to the property, the owners and the buyers in the DB folder as it is encrypted and as a data controller at HQ nu:move Group we have one central source and cloud server to save historical data due to the GDPR rules and regulations. Please do not save any ID's or sensitive information on your local desktop or hard drive. information will be kept for 3 years. the data controller registered at ICO is numove Head Office controlled under Pam Batth our CEO. TPOS, ICO and Inland Revenue for AML accreditation and licences are all held and registered at our registered offices Business & Technology Centre, Shifnal Road, Priorslee, Telford, TF2 9NT.



Assets.

Latest assets for franchisees are available on the nu:move portal www.nu-movefranchise.co.uk please go to the top right hand corner and register with your nu move email, once we have received the request will allow access. you can then go to same top right-hand corner and press login for 24/7 for access.

- IPR - intellectual Property Rights - the nu:move group brand assets
- Legislation
- Accreditation
- Day to day assets for running your business
- Pdfs (Brochures)
- Videos
- Service Agreement
- Terms & Conditions



Portals

Once you are all up and running your email will be sent to Rightmove and Zoopla so that you can gain access to the Rightmove intel, Zoopla Pro.

Here you can create comparable reports and have in-depth information of the local area and competition.

The portals will send you an email to confirm your nu:move email address and steps to gain access to the portals Intel.



HQ steps.

Once the property advertisement has been approved you can share the sub folder within the main folder labelled Instructions Rob Govier 2020 to sales@nu-move.co.uk, so that the HQ can arrange for the property to go live.

Once the property is live a link of the property will be sent to you for each property, a video slammer link will also be sent to you so you can add to your social media.

Once an offer is made on the property, we will need to fill in the Sales Memorandum and send to both parties Solicitors. A Vendors / Landlords invoice will be raised and sent to you for file, also a copy will be sent to the Vendors or Landlords Solicitors. You can then send us your invoice for your services rendered, invoice for 80% of the package, 50% of the add ons, we will settle immediately on receiving payment from the vendors or Landlord Solicitors. we will deduct the fixed amount per invoice and contra against your opening balance ledger of the franchise fee.

Training will be provided by the Franchise Team on all online forms, Boards, and any other aspect of the franchise model.



Social media.

We use 1 company account for social media releases for nu:move Group, for Instagram, Facebook, Twitter, LinkedIn. feel free to either copy and paste form.

nu:move main source available on:

www.nu-move.co.uk

www.nu-move.com

To your personal LinkedIn or social media or make new social media for nu:move Sutton.

if you make the social media for your nu:move locally then please do not add any personal posts on the business part of the nu:move Sutton pages.

Personal thoughts can be taken out of context.



Nationalised and localised advertising

nu:move Head Office.

- National Google ads - crossover your area with keywords
- Estate Agents
- Online Estate Agents
- Hybrid Estate Agents

Head Office

- National Generic –
- National Social Media ads
- Outbrain
- Outreach ads on Taboola .



Franchisee Responsibility.

1. Leaflets - at your cost and discretion
2. Local google ads - at your cost and discretion
3. Local Social media - at your discretion
4. Any local advertising at your discretion



Accountability - HQ Steps

- For you as a franchisee, – an Invoice for the franchise fee will be raised by accounts dept so that you have the opening balance for your ledger, the ledger will open from the day of the signed agreement. due date as agreed on the Franchise Agreement.
- Deductions will be made as a fixed fee and deducted as a contra per invoice, we will deduct this once we have been paid per invoice from the disbursements. this will bring down the franchise fee from completions, a statement every quarter will be sent to your email address.
- If you have taken advantage of the discount, then the contra system does not apply, and we will pay your invoices straight out at 80% and 50% for additional add ons,
- Mortgage you can deal direct with David Farral.
- The monthly Service Charge and Management Fee will be set separately via Direct Debit (we use Go-Cardless for this, an email will come to accept authority to collect) this is set on 1st of every month and paid to nu:move on the 5th of every month.



Accountability - Franchisee Steps.

- Make your invoice for 80% of the net value of the package charged (same for bespoke fee), 50% for any additional add ons
- Once the Solicitors has confirmed completion or head office has confirmed send your invoice to accounts@nu-move.co.uk
- We will add to your creditor account and deduct the fixed amount from the debtor account and send the difference with a contra sheet per invoice for your account's ledger

Hopefully nu:move have covered all the remaining aspects,

If you have any questions please do not hesitate in contacting me on accounts@nu-move.co.uk



COMPETENCE

nu:move Group are members of TPOS, ICO, Trading Standards. We are fully compliant for GDPR and we are fully registered for Anti Money Laundering.

A background image of four office professionals in a modern setting. A woman with glasses stands on the left holding a folder. A man sits at a table in the foreground, looking at a laptop. A woman with red hair stands in the center with her arms crossed. A man in a blue shirt stands on the right, looking towards the others. Large windows with blinds are in the background.

Q & A

We would love to answer any questions you may have
Please feel free to contact us with any queries

Contact Information

nu:move Your Nationwide Online Estate Agents



nu:move



+44 (0)330 223 0331



info@nu-move.co.uk



www.nu-move.co.uk