



PROPERTY LADDER GROUP



APP USER GUIDE



# HOW TO USE



- Firstly, take photos of each room within the property. Also take a photo of the front and rear, gardens and street shot.

- Type in 'Property Ladder Group in the App Store' or Google Play.

- Find our logo and download!

- To register enter your email address and memorable password.

- On the homepage you can click on one of our 'Service Options' and you will be directed to our website which will give you further information on each sector.

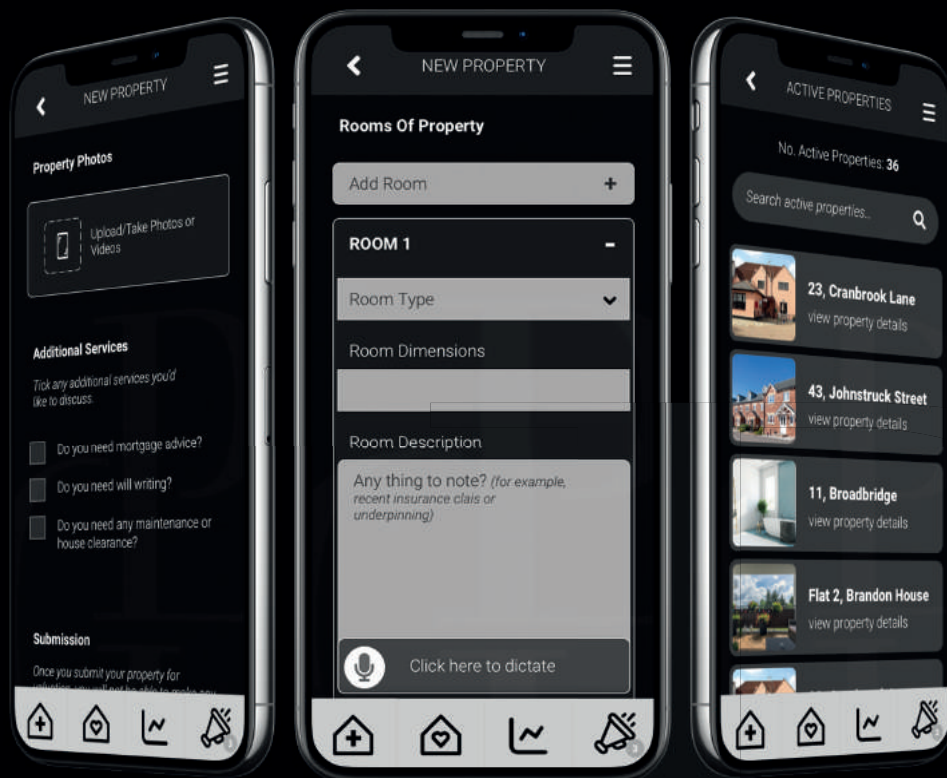


- To upload a property, select 'New Property'

- Enter the full address of the property to be valued, the reason for the sale and a brief description i.e. 3 Bedroom Semi Detached.

- Enter the build year (if you don't know the exact date don't worry, a rough guide will do!).

- Select property type, ownership type and whether there has been any structural damage or underpinning carried out to your knowledge.



- You can now add the rooms. Be sure to go through the whole property, adding brief notes i.e. kitchen – base and eye level units, sink and draining board, fitted oven and hob, extractor fan, radiator, door to rear garden.
- Upload the photos relating to each room. Make sure you add them all!
- Now you will find our Additional Services, tick which you are interested in and a member of the team will get in touch to discuss further.
- Tick to confirm you are the person responsible for paying the fee for the valuation and enter your home address and contact details.
- Finally, tick the submission box to confirm the details you have entered are correct.

**The information will then make its way to us here at PLG and we will work to generate your Property Valuation Report and email it over to you within 48 hours. We will even call you to discuss the contents just to make sure you are happy with our advice and to see if there is anything else we can do to assist you.**

**For further assistance please email us at [info@theplggroup.co.uk](mailto:info@theplggroup.co.uk) or call 0330 124 7434.**