

# 3 STEPS for bidding at **auction**

To bid at an Allsop auction, you will need to apply to **BID ONLINE**.

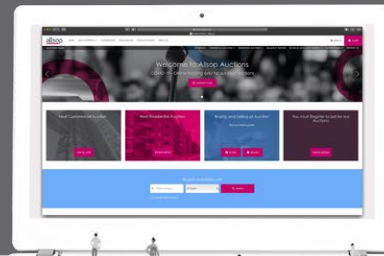
This will allow you to bid on your selected lots on auction day.

**Please follow these 3 STEPS >>>**



# 1

# APPLY TO BID



## SELECT LOTS

### SELECT THE LOTS YOU INTEND TO BID ON

Select any lot you intend to bid on at auction. These can be added via the lot number or if these are in your "Watchlist" they can be added directly from there.



## BIDDER AND BUYER DETAILS

### ENTER BIDDER AND BUYER DETAILS FOR ALL LOTS

Enter all details required for you, the bidder, including name, email and address. If you, the bidder are not the buyer, you will need to provide all details required for the buyer as well.



## SOLICITOR DETAILS

### ENTER SOLICITOR DETAILS FOR ALL LOTS

For all lots, a solicitor needs to be assigned. This can be an existing or new solicitor.

## TO BE COMPLETED 6 DAYS PRIOR TO AUCTION



## TERMS AND CONDITIONS

### REVIEW AND ACCEPT ALL TERMS AND CONDITIONS

Make sure you have read and agreed to our Allsop Terms for Solely Online Auctions as well as information regarding our Bidder security payment process and Bidder Identification process.



## UPLOAD BUYER ID

### UPLOAD ID DOCUMENTS

For each buyer, if different to you the bidder, you will need to upload ID documents as required.



## BIDDER SECURITY PAYMENT AUTHORISATION

### PROVIDE A BIDDER SECURITY PAYMENT AUTHORISATION FOR EACH LOT

A bidder security payment authorisation is required for each lot. This is detailed on the payments page. This can be paid via our secure online payment method.



## BIDDER VERIFICATION

### VERIFY THE IDENTITY OF YOU, THE BIDDER

Due to Anti Money Laundering regulations, the bidder is required to provide proof of identity. This can be done via our online automated verification process, which will only take a few minutes or by uploading official certified documents.



## CONFIRMATION

### FOLLOW THE NEXT STEPS TO BID ON AUCTION DAY

Once the bidder security(s) has been received and you, the bidder have been verified, you will receive an email detailing the next steps required to bid on the day of the auction.

2

## SIGN UP TO BIDDING PLATFORM



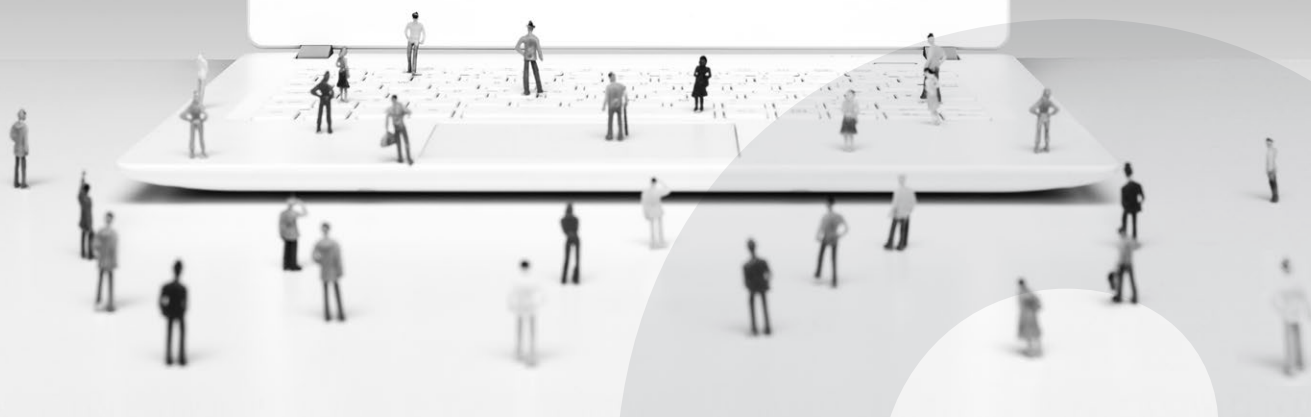
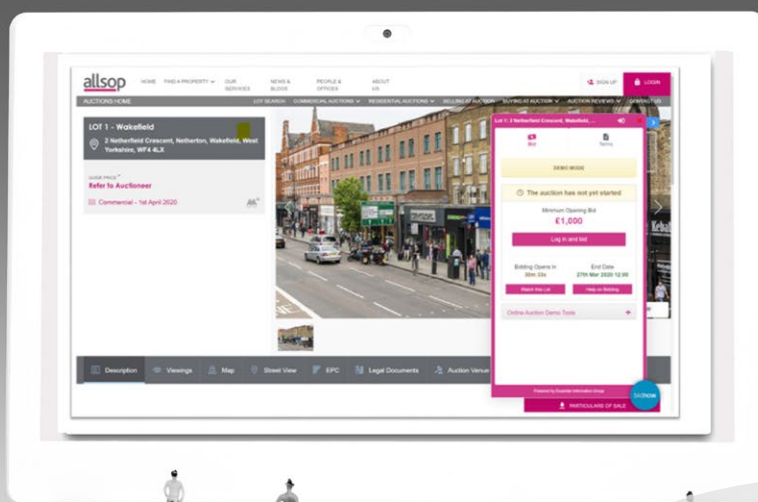
**Upon successful registration you will receive an email from Allsop containing final joining instructions. Once you have received your Allsop Approval to bid you will need to register on our online bidding platform to create a new account. Please use the same log in details as those used for your Allsop website Account. We will send you details of how to do this in our confirmation email.**

Once this additional account has been approved, you will be able to bid when bidding opens on the day. Please note that each auction sale has its own unique approval process. You will therefore need to be approved for each and every auction.

We strongly advise completing all of the previous steps no later than one working day before the auction. Allsop accept no responsibility for failure to administer late applications, i.e. those received within one working day of the auction.

# 3

# BID ON AUCTION DAY



**Go to the page for the lot you wish to bid on. A pink pop up window will appear. Log in via the pop up (not via the Allsop log in).**

Please note this window will only appear on the day of the auction.

Once logged in, the window shows the current bid and a countdown timer indicates how long is remaining on the bidding for that particular lot.

You may either set a maximum bid or place an instant bid.

## Contacts

### Head office:

33 Wigmore Street, London W1U 1BZ

Tel: +44 (0)20 7437 6977

### City office:

2 Copthall Avenue, London EC2R 7DA

Tel: +44 (0)20 7588 4433

### Leeds office:

8th Floor, Platform, New Station Street,

Leeds LS1 4JB

Tel: +44 (0)113 236 6677

## Services

Asset Management

### Auctions

Build to Rent

Business Rates

Development Agency & Advisory

Investment (Sales & Acquisition)

Lease Consultancy

Letting and Management

Office Leasing (Central London)

Receivership

Student Housing

Valuation