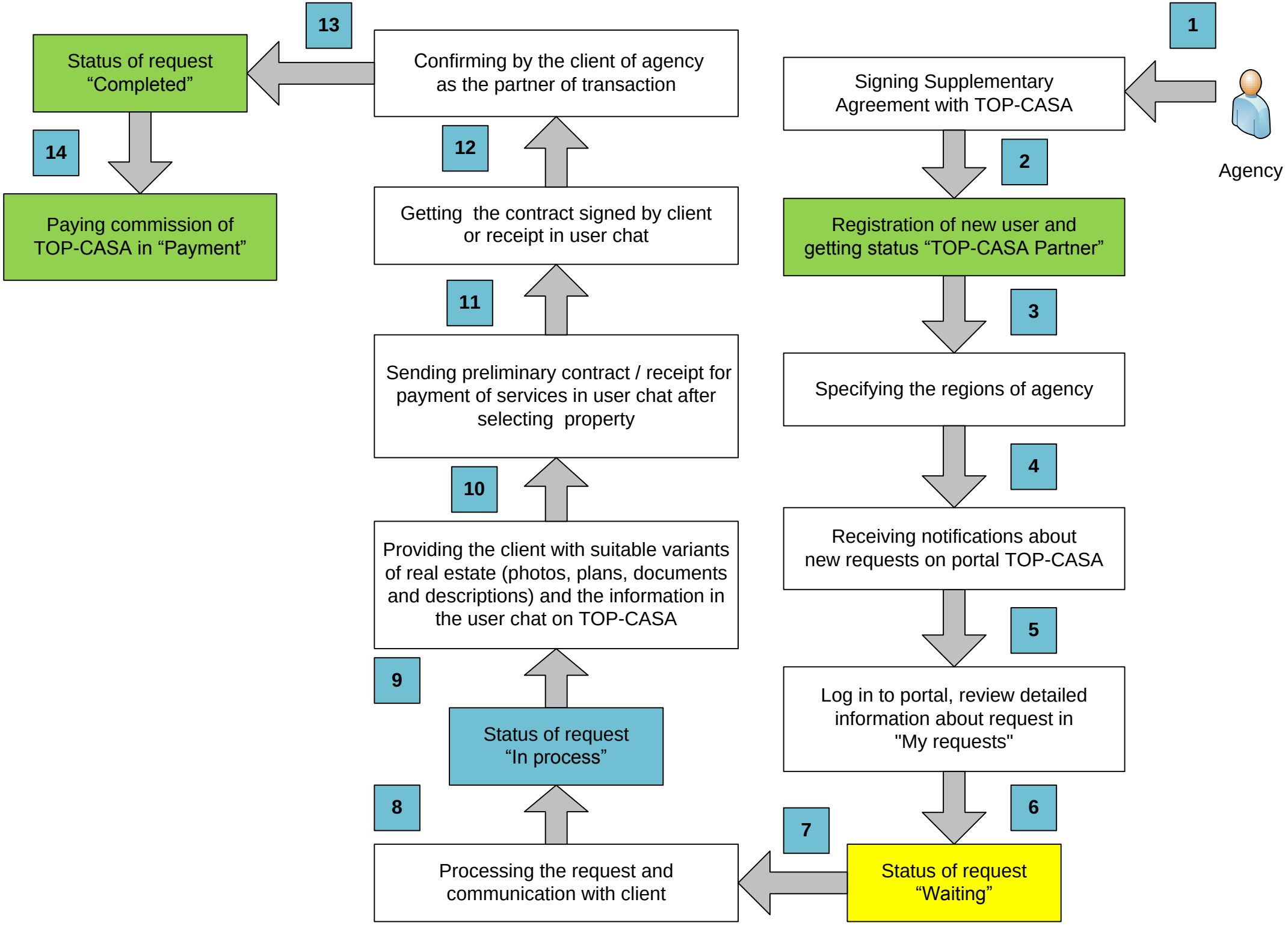
1
Agency
Signing Supplementary Agreement with TOP-CASA
2
Registration of new user and getting status “TOP-CASA Partner”
3
Specifying the regions of agency
4
Receiving notifications about new requests on portal TOP-CASA
5
Log in to portal, review detailed information about request in "My requests"
6
Status of request “Waiting”
7
Processing the request and communication with client
8
Status of request “In process”
9
Providing the client with suitable variants of real estate (photos, plans, documents and descriptions) and the information in the user chat on TOP-CASA
10
Sending preliminary contract / receipt for payment of services in user chat after selecting property
11
Getting the contract signed by client or receipt in user chat
12
Confirming by the client of agency as the partner of transaction
13
Status of request “Completed”
14
Paying commission of TOP-CASA in “Payment”