



All tags can be copy + pasted as they are in the grids below. The tags will only work with the specific “Person Type”, specified below.

### Tenancy Tags – “Tenancy Tenants”

Tag	Field on System
[Tenancy.ServiceType]	Tenancy > Tenancy Details > Tenancy Specific Information > Service Type
[Tenancy.TenancyType]	Tenancy > Tenancy Details > Tenancy Specific Information > Tenancy Type
[Tenancy.TenancyNumber]	The unique reference given to a tenancy (Eg. Inst-123).
[Tenancy.InspectionNotes]	Tenancy > Interim Inspection > Inspection Item > Agent Inspection Notes
[Tenancy.DepositNotes]	Tenancy > Deposit Notes
[Tenancy.InstructionRentAdvertisedDaily]	Calculates the daily rent for a tenancy
[Tenancy.CombinedAddressFlatNumber]	Property > Property Details > Address Number & Flat/Room Number
[Tenancy.Address1]	Property > Property Details > Address Line 1
[Tenancy.Address2]	Property > Property Details > Address Line 2
[Tenancy.Address3]	Property > Property Details > Address Line 3
[Tenancy.Address4]	Property > Property Details > Address Line 4
[Tenancy.Postcode]	Property > Property Details > Postcode

### Lettings Offer Tags – “Lettings Offer”

Tag	Field on System
[LettingsOffer.Tenancy]	The instruction that the offer is linked to.
[LettingsOffer.OfferedBy]	The applicant linked to the offer.
[LettingsOffer.OfferMade]	Offer > Offer Made
[LettingsOffer.NumberOfTenants]	Offer > Number of Tenants
[LettingsOffer.Negotiator]	Offer > Negotiator
[LettingsOffer.CurrentOffer]	Offer > Current Offer
[LettingsOffer.MaximumOffer]	Offer > Maximum Offer
[LettingsOffer.AdvertisedPrice]	Offer > Advertised Price
[LettingsOffer.InternalNotes]	Offer > Internal Notes

## Sales Offer Tags – “Sales Offer”

Tag	Field on System
[SalesOffer.Instruction]	The instruction that the offer is linked to.
[SalesOffer.OfferedBy]	The buyer linked to the offer.
[SalesOffer.OfferAmount]	Offer > Offer Amount
[SalesOffer.Status]	Offer > Status
[SalesOffer.Deposit]	Offer > Deposit
[SalesOffer.FinancialVerified]	Offer > Financial Verified
[SalesOffer.SubjectToContract]	Offer > Subject to Contract
[SalesOffer.SubjectToMortgage]	Offer > Subject to Mortgage
[SalesOffer.SubjectToSurvey]	Offer > Subject to Survey
[SalesOffer.FixturesFittings]	Offer > Fixtures/Fittings
[SalesOffer.SpecialTerms]	Offer > Special Terms
[SalesOffer.Notes]	Offer > Internal Notes/Financial Verification
[SalesOffer.BuyerSolicitor]	Offer > Buyer Solicitor
[SalesOffer.SolicitorBuyerContractor]	Offer > Buyer Solicitor Contractor
[SalesOffer.AssociatedWith]	Offer > Associated With
[SalesOffer.AssociatedEstateAgent]	Offer > Associated Estate Agent
[SalesOffer.AssociatedDeveloper]	Offer > Associate Developer
[SalesOffer.OfferDate]	Offer > Offer Date
[SalesOffer.OfferTime]	Offer > Offer Time
[SalesOffer.FinancialVerifiedDate]	Offer > Date and time when Financial Verified
[SalesOffer.Negotiator]	Offer > Negotiator

## Part Exchange Details Tags – “Sales Part Exchange”

Tag	Field on System
[SalesPartExchange.Instruction]	The instruction linked to the part exchange record.
[SalesPartExchange.CaseStatus]	Part Exchange Details > Case Status
[SalesPartExchange.CaseUpdate]	Part Exchange Details > Case Update
[SalesPartExchange.CaseType]	Part Exchange Details > Case Type
[SalesPartExchange.LegacyReference]	Part Exchange Details > Legacy Reference
[SalesPartExchange.CaseOwner]	Part Exchange Details > Case Owner
[SalesPartExchange.PreMarketingStaff]	Part Exchange Details > Pre-Marketing Staff
[SalesPartExchange.IntroducingBDM]	Part Exchange Details > Introducing BDM
[SalesPartExchange.PlotNumber]	Part Exchange Details > Plot Number
[SalesPartExchange.Site]	Part Exchange Details > Site
[SalesPartExchange.PlotCompletionDate]	Part Exchange Details > Plot Completion Date
[SalesPartExchange.PlotValue]	Part Exchange Details > Plot Value
[SalesPartExchange.RecommendedAskingPrice]	Part Exchange Details > Recommended Asking Price
[SalesPartExchange.EstablishedValuationPrice]	Part Exchange Details > Established Valuation Price

## Part Exchange Valuation Tags – “Part Exchange Valuation”

Tag	Field on System
<i>[SalesPartExchangeValuation.PartExchange]</i>	The part exchange record the valuation is linked to.
<i>[SalesPartExchangeValuation.EstateAgent]</i>	Part Exchange Details > Valuation > Estate Agent
<i>[SalesPartExchangeValuation.AgentType]</i>	Part Exchange Details > Valuation > Agent Type
<i>[SalesPartExchangeValuation.AgentFixedFee]</i>	Part Exchange Details > Valuation > Agent Fixed Fee
<i>[SalesPartExchangeValuation.AgentFeePrecent]</i>	Part Exchange Details > Valuation > Agent Fee %
<i>[SalesPartExchangeValuation.AgentAppointed]</i>	Part Exchange Details > Valuation > Agent Appointed
<i>[SalesPartExchangeValuation.AppraisedDate]</i>	Part Exchange Details > Valuation > Appraised Date
<i>[SalesPartExchangeValuation.AppointmentConfirmed]</i>	Part Exchange Details > Valuation > Appointment Confirmed
<i>[SalesPartExchangeValuation.DisinstructedDate]</i>	Part Exchange Details > Valuation > Disinstructed Date
<i>[SalesPartExchangeValuation.Cancelled]</i>	Part Exchange Details > Valuation > Cancelled
<i>[SalesPartExchangeValuation.ValuationAmount]</i>	Part Exchange Details > Valuation > Valuation Amount
<i>[SalesPartExchangeValuation.ValuationTwoAmount]</i>	Part Exchange Details > Valuation > Valuation Amount
<i>[SalesPartExchangeValuation.ValuationThreeAmount]</i>	Part Exchange Details > Valuation > Valuation Amount
<i>[SalesPartExchangeValuation.ValuationFourAmount]</i>	Part Exchange Details > Valuation > Valuation Amount
<i>[SalesPartExchangeValuation.ValuationFiveAmount]</i>	Part Exchange Details > Valuation > Valuation Amount
<i>[SalesPartExchangeValuation.ValuationTiming]</i>	Part Exchange Details > Valuation > Valuation Timing
<i>[SalesPartExchangeValuation.ValuationTwoTiming]</i>	Part Exchange Details > Valuation > Valuation Timing
<i>[SalesPartExchangeValuation.ValuationThreeTiming]</i>	Part Exchange Details > Valuation > Valuation Timing
<i>[SalesPartExchangeValuation.ValuationFourTiming]</i>	Part Exchange Details > Valuation > Valuation Timing
<i>[SalesPartExchangeValuation.ValuationFiveTiming]</i>	Part Exchange Details > Valuation > Valuation Timing
<i>[SalesPartExchangeValuation.Notes]</i>	Part Exchange Details > Valuation > Valuation Timing

## Part Exchange Developer Tags – “Part Exchange Developer”

Tag	Field on System
<i>[SalesPartExchangeDeveloper.PartExchange]</i>	The part exchange record the developer is linked to.
<i>[SalesPartExchangeDeveloper.Developer]</i>	Part Exchange Details > Developer > Developer
<i>[SalesPartExchangeDeveloper.Contact]</i>	Part Exchange Details > Developer > Contact
<i>[SalesPartExchangeDeveloper.Site]</i>	Part Exchange Details > Developer > Site
<i>[SalesPartExchangeDeveloper.DeveloperFixedFee]</i>	Part Exchange Details > Developer > Developer Fixed Fee
<i>[SalesPartExchangeDeveloper.DeveloperFeePrecent]</i>	Part Exchange Details > Developer > Developer Fee %
<i>[SalesPartExchangeDeveloper.MinimumDeveloperFixedFee]</i>	Part Exchange Details > Developer > Minimum Developer Fixed Fee
<i>[SalesPartExchangeDeveloper.MinimumDeveloperFeePrecent]</i>	Part Exchange Details > Developer > Minimum Developer Fee %