Sales Process

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1 Instruct solicitors, provide ID* and completed Property Information Forms and Fitting and Contents forms and costs on account, details of sellers bank account for net proceeds of sale (must be at least 12 months old).

2 Request leasehold information from Landlord and/or Management Company.

3 On receipt of landlord's fees, request from client and pay.

4 Seller's solicitor requests redemption figure from lender (if applicable) for information purposes only at this stage.

5 Seller's solicitor obtains title documents from the land registry and prepares the draft contract to send to the buyer's Solicitors.

6 Seller's solicitor deals with any enquiries received from the buyer's solicitors.

7 Seller's solicitor obtains seller's signature for Contract and Transfer Deed.

8 Completion date is agreed with buyer's solicitors.

9 Seller's solicitor requests up to date redemption figure for the completion date.

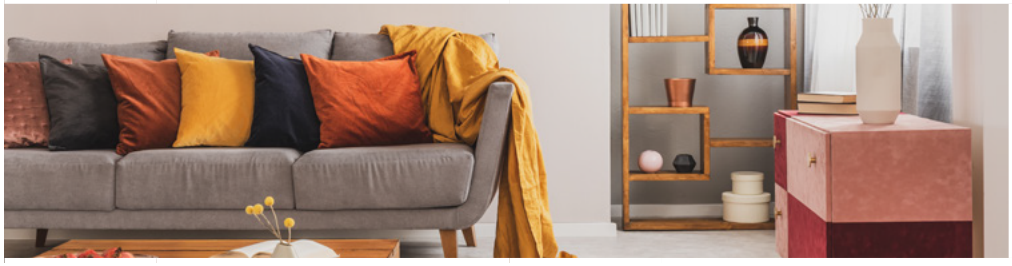
10 Draft completion statement is prepared and sent to the seller to approve.

11 Contracts are **EXCHANGED** – sale is now legally binding

12 **COMPLETION DATE** – Seller's solicitor receives completion monies from buyer's solicitor, redeems mortgage (if applicable), pays estate agents and returns net proceeds to seller.

13 Send transfer deed and any other deeds/other documents to buyers solicitors.

14 **CLOSE FILE**



*We carry out Smartsearch and obtain further ID and proof of address if required. Send PDF of bank details only once satisfied with ID.

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HOME™ PROPERTY LAW