

We receive your instructions

- We carry out an ID Check
- We order Title Document from the Land Registry
- We request an initial Redemption Statement from your lender (if applicable)
- You complete the Property Information Form and the Fittings & Contents Form
- We obtain the Memorandum of Sale from the Estate Agent



Contract Pack

- We draft a Contract & Transfer deed and send this to the Buyer's solicitors with copies of the Title Documents and the Property Information Forms. This is known as the 'Contract Pack'.
- We send you the Contract & Transfer to sign



Enquiries

- Your buyer's solicitors will send us any enquiries they have on the Contract Pack.
- We will take your instructions on the enquiries and send replies.
- Often on a sale file you will be ready before your Buyer so it can be a case of waiting for the Buyer to get their search results and mortgage offer.



Exchange

- As soon as the Buyer is ready a completion date is agreed and the contract becomes legally binding
- We request a final redemption figure from your lender to confirm the amount required to redeem the mortgage on Completion.



Completion

- You move out of your property and hand the keys into the estate agents.
- Upon receipt of the money from the Buyer's Solicitor, we release the keys to the agents.
- We repay your mortgage, pay the estate agents and send any sale proceeds to you (or transfer the money to your purchase file if applicable)