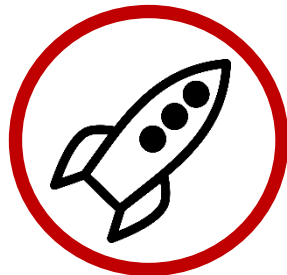


How long will it take?

Sales on average take 8 - 12 weeks for freeholds, and 12 -16 weeks for leaseholds. There are many factors involved, such as the number of parties in the chain, how quickly they all want to complete, and how quickly other parties respond to us.



First of all, you need to tell the estate agent you have instructed us. They will then send us the Memorandum of Sale.

We will send initial documents to you, including our client agreement for you to sign and return. We will also request I.D., and ask you to fill out standard forms which give information about the property.

We will need you to provide the information we ask for before we can proceed to the next step, so please do so as soon as you are able.



Once the buyer's solicitor has had their search results, we will usually receive some more specific enquiries. We will send you those which we need your help with.

We will need your responses in order to send them to the buyer's solicitor.

We will send the replies to the buyer's solicitor. We will also send you the contract for your signature.

We will need your signed contract to be ready to exchange contracts.



If you have a mortgage, we will order a redemption statement which shows how much is needed to repay the mortgage as at the completion date. We will give you a completion statement, which sets out the net sale proceeds which will be available to you on completion.

We will ask for your bank details so that we can transfer the sale proceeds to you. Please ensure that your signed payment form is with us by the day of completion.

We will also send you the transfer deed for signature. We will need your signed transfer deed in order to complete.

On the day of completion, the buyer's solicitor will send us the purchase price. Once received, the transaction will be complete and we will authorise the release of the keys by the estate agent. We will also redeem your mortgage, if any.



INITIAL STEPS

THE CONTRACT PACK

ENQUIRIES

EXCHANGE OF CONTRACTS

COMPLETION

AFTER COMPLETION

Once you have provided us completed forms, we can send draft contract and other legal documentation to the buyer's solicitor. This is the contract pack.

If the property is leasehold, we will also need to get a leasehold management pack from the landlord or management company. This sometimes incurs a fee, and so we may ask you for this.

The buyer's solicitor will now be using the contract pack to order their searches, so expect a quiet period of 2-3 weeks.



Once we have your signed contract, the buyer is satisfied with our replies to enquiries and any issues have been resolved, we will be in a position to exchange contracts. Exchange binds both you and the buyer to the sale and sets a completion date.

Please note that the completion date is not definite until we have exchanged contracts.

If you are buying as well as selling, and you want to synchronise both transactions, we will wait until your purchase is ready to exchange before we exchange on your sale.



We will call you to confirm completion. We will also pay the estate agent's commission on your behalf.

If you are purchasing, we will transfer your sale proceeds across to your purchase file so that we can use the funds.

Remember to cancel any direct debit you have set up for your old mortgage, and to take readings on your utilities.

