

# STAGES - SALES

- 1 You have chosen to accept an offer from the buyers of your property.
- 2 The estate agent will request our details as your solicitors and they will then send us a Memorandum of Sale with all the relevant details, including the buyer's solicitors.
- 3 We will open your file, send you property forms to complete and draft a contract pack to send out to the buyer's solicitors. We expect to be able to issue the contract no later than 7 days from you returning the property forms to us.
- 4 The buyer's solicitors will review the pack and raise questions with us, which we may refer back to you for replies. We will send you the contract and transfer paperwork to sign in readiness for exchange of contracts and hold them safely on your file in the interim. We would expect this stage to take 3 - 4 weeks.
- 5 Once the buyer's solicitors confirm that the buyers are ready to proceed, we can agree a completion date.
- 6 When a completion date is agreed between all parties, we will request a redemption statement from any lender who has a mortgage over the property.
- 7 We exchange contracts and collect and hold your deposit funds. If you're living in the property, it's now time to pack up and prepare to leave.
- 8 On the day of completion, the buyer's solicitors will send us the completion funds. You should leave keys with the estate agent and when the monies land in our account, we confirm the estate agent can release the keys to the new owners.
- 9 We redeem any mortgage on the property, settle your estate agent's bill and our fees, and then send the remaining money to you.
- 10 If you are selling your home and buying a new one on the same day, we amalgamate the two transactions and ensure a smooth transition on your completion day.

*Please note that we do not provide tax advice on any tax that may arise from the sale of your property, this is not included in your cost estimate; you should obtain independent tax advice if necessary.*