

## A USUAL SALE PROCESS

WHAT THE SOLICITOR HAS TO DO	WHAT THE CLIENT HAS TO DO
	Offer accepted so instruct chosen Solicitor and provide them with initial information about the Property.
Solicitor receives instructions from client and sends out client care/instruction pack.	Return to Solicitor all required information/documentation regarding the Property to include existing mortgage account details. Return to Solicitor the Property Information Form and Fittings and Contents Form etc and make payment on account of initial Land Registry disbursements to Solicitor.  Provide Solicitor with original Identification and evidence of address and where needed proof of ownership of the Property/entitlement to sell it.
Solicitor obtains the title deeds and an illustrative redemption figure (if applicable).  Solicitor prepares the contract for sale and sends the contract pack to the Buyer's solicitors.	
(The Buyer's solicitors will now be reviewing the contract pack and putting in hand searches which may take up to three weeks to be returned).	
Enquiries received from Buyer's solicitors.	Assist with answering enquiries received.
(The Buyer's solicitors may raise further enquiries and will not be in a position to exchange until they are satisfied with all the replies).	
Once the contract has been approved by the Buyer's solicitors, send to the Seller to sign along with the transfer deed.	Sign and return contract and transfer deed in readiness for exchange.
Agree completion date (The Buyer's solicitors will require enough time between exchange and completion to enable them to request and receive mortgage monies from their clients lender)	Confirm completion date is acceptable and give authority to exchange contracts. Ensure that removals can be obtained for the completion date.
Exchange contracts and update client.	Once contracts have been exchanged, arrange removals and provide solicitor with new address.
Order redemption figure for the date of completion and request agents invoice so that completion statement can be prepared and sent to client for approval.	Approve completion statement and provide bank details for transfer of the net completion monies.
<b>COMPLETION DATE</b> Receives purchase monies from buyers solicitors. Redeems mortgage and pays agents. Balance sent to client. Send all deeds and documents to buyer's solicitor.	<b>COMPLETION DATE</b> Move out of property, drop off keys with the Estate Agents and await confirmation that completion has taken place.