

Sale

The sale process in general is briefly summarised below to help you understand to a degree the steps involved. Please note this is just a guide for your reference, and as each situation is unique other steps may be involved for your sale specifically.

What We Do

Initial Stages

Take your instructions and give you initial advice
Confirm your intentions for the sale monies

Proceed

Obtain and check title from the Land Registry
Agree fixtures & fittings
Prepare and provide draft contract to the buyer's solicitors
Respond to any enquiries from the buyer's solicitor

Prepare to Exchange Contracts

Provide final contract to you for signature
Agree completion date
Exchange contracts, at which point the deposit is paid

Prepare to Complete

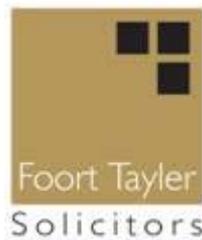
Arrange for all figures to be confirmed in readiness (such as mortgage redemption figure, Estate Agent's commission)
Prepare financial statement showing proceeds due
Complete sale, at which point sale monies are received from the buyer's solicitors

After Completion

Send deeds and documents relating to ownership to the buyer's solicitors
Redeem mortgage
Pay Estate Agent's commission
Send sale proceeds to you

Some things you need to consider

Provide us with any certificates etc. that relate to the property
Liaise with us regarding any issues or planning concerns with the house or surrounding area
Ensure we are fully informed of your intentions for the sale proceeds, ahead of completion
Arrange removals, if required
Inform utilities, banks, insurance companies, DVLA, friends etc. of your change of address



Purchase

The purchase process in general is briefly summarised below to help you understand to a degree the steps involved. Please note this is just a guide for your reference, and as each situation is unique other steps may be involved for your purchase specifically.

What We Do

Initial Stages

Take your instructions and give you initial advice
Confirm the finances that are in place to fund purchase

Proceed

Obtain and check title deeds
Receive and advise on contract, which is prepared and provided by the seller's solicitors
Carry out searches
Obtain further planning documentation (if required)
Agree fixtures & fittings
Make any necessary enquiries of seller's solicitor
Provide and report to you on all documents and information received
Go through conditions of mortgage offer with you (if applicable)

Prepare to Exchange Contracts

Provide final contract to you for signature
Agree completion date (date from which you own the property)
Exchange contracts, at which point the deposit is paid

Prepare to Complete

Arrange for all monies needed to be received in readiness (such as mortgage advance & balance due from you)
Prepare financial statement
Complete purchase and send purchase monies to the seller's solicitors

After Completion

Receive deeds and documents relating to ownership
Pay Stamp Duty
Register new ownership with Land Registry

Some things you need to consider

Arrange a survey
Arrange building insurances and life cover in readiness of exchange. The property becomes your legal responsibility from exchange.
Liaise with us regarding any issues or planning concerns with the house or surrounding area
Ensure the finances required from you are in place and available to us at the appropriate times
Arrange removals, if required
Inform utilities, banks, insurance companies, DVLA, friends etc. of your change of address