

# RESIDENTIAL CONVEYANCING FLOW CHART FOR SELLERS

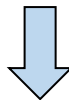
## INITIAL CONTACT

When you get in touch us with we will discuss your requirements and forward to you a client care letter, setting out our commitments to you and giving our terms of business. At this stage we will need to see you to verify your identity and you will need to make your payment on account. This pack will also include a property information form and fittings and contents form (and leasehold information form where necessary). You will need to complete and return these forms along with all **original** documentation relating to any works carried out to the property and your title deeds (if you hold them) so that we may prepare the contract pack for the buyer's solicitor. Without all of the above we will be unable to progress the matter on your behalf.



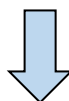
## INSTRUCTIONS

We will receive the estate agent's Particulars and Memorandum of Sale providing details of the offer and the purchaser's solicitor's contact details. We will write to the buyer's solicitor confirming our instructions to act.



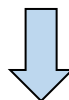
## CONTRACT PACKAGE

Once we have the completed forms from you we will send out a draft contract pack to the buyer's solicitor so they can start their searches.



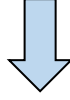
## REPLY TO ENQUIRIES

The buyer's solicitor may raise enquiries regarding the title and information you have provided. These may also arise from the results of the buyer's local searches or survey. We will reply to enquiries raised by them where we can. Where we do not hold sufficient information we will refer these enquiries to you for your comments. At this stage we may ask you to sign the contract and transfer. Signing the contract does not bind you. These will then be held by us until the matter is ready for exchange of contracts. On exchange of contracts you are then bound by its terms. We will call you to discuss exchange of contracts prior to doing so.



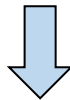
## EXCHANGE OF CONTRACTS

When you and the buyer are ready to proceed, contracts can be exchanged and a completion date set. Please do not arrange removals until exchange has taken place. This is when the agreement becomes legally binding, a deposit of 10% of the purchase price will be paid by the buyer. This deposit will be held by us until completion.



## PREPARATION FOR COMPLETION

The completion date is the date that you move out of the property. You will need to ensure your removal arrangements have been made by the completion date and any alternative accommodation found.



## COMPLETION

The day of completion is the day by which you must move out of your property and the funds from the sale are received. The remaining monies will be paid by the buyer's solicitor to our client account and any existing mortgage will be redeemed. Proceeds of sale, less costs and disbursements, will be sent to your account unless you have an onward purchase. We will forward to the seller's solicitor the deed transferring ownership of the property and settle the estate agent's' account from the sale proceeds.