

WHAT WE DO

THE 24 POINT PLAN

ONE

We shall receive and peruse contract of sale.

We shall record all important dates for future reference.

We shall forward letter to you explaining important clauses and enclosing forms for you to complete and return.

We shall forward letter to the agent acknowledging receipt of contract and confirming all terms.

We shall forward letter to seller's solicitor confirming the important dates and protecting your interests

We shall advise seller's solicitor with respect to the outcome of building and pest & finance conditions

TWO

We shall undertake all searches of the various government departments.

We shall send you a letter enclosing the registered plan of your property.

We shall chase the return of transfer documents from seller.

We shall peruse and sign transfer documents on your behalf.

We shall receive and check all search results.

We shall prepare settlement figures and forward the calculations to the seller's solicitor.

THREE

We shall confirm settlement figures with the seller's solicitor and obtain cheque details.

We shall book settlement with the seller's solicitor, your financier, and our settlement agents.

We shall provide cheque details and copies of all relevant searches to your financier.

Advise you of settlement time and go through settlement figures with you.

We shall stamp transfer documents and comply with OSR requirement.

We shall attend settlement on your behalf and ensure the proper exchange of documents takes place.

FOUR

We shall confirm with you that settlement has occurred.

We shall notify the agent that sale is complete.

We will attend to any local authority payments.

We shall do final letter to you confirming all the settlement figures.

We shall contact you after settlement to obtain your feedback on our service.

We shall close, archive and retain an electronic copy of file.