SELLER FLOW CHART



STEP ONE

We shall peruse Contract of Sale and forward you a letter explaining important clauses and enclosing documents for you to complete and return.

You are to complete the forms forwarded to you and return to us immediately.

We shall record all important dates for future reference.

We shall forward letter to Agent acknowledging receipt of Contract and noting the important dates.

We shall forward letter to Buyer's Solicitor confirming important dates.

STEP TWO

We shall liaise with Buyer's Solicitors with respect to building and pest report, payment of balance deposit, finance approval and other special conditions.

We shall keep Agent informed when conditions are met.

We shall undertake title search, checking details against the Contract.

You are to contact your bank directly and advise them of the pending sale and arrange to sign release documentation.

STEP THREE

We shall peruse the seller information sheet and authorities returned by you.

We shall forward authority to your Bank so that we can deal directly with them.

We will receive and peruse Transfer documents from Buyer's Solicitor.

We shall forward Transfer documents to you for signing.

STEP FOUR

You are to sign the Transfer documents and return to us immediately.

We shall phone and book settlement in with your bank, our agent and Buyer's Solicitor.

We shall contact your Bank to get a payout figure on your mortgage as at the date of settlement.

We shall confirm settlement figures and provide cheque details to the Buyer's Solicitor.

We shall confirm settlement figures and cheque details with you and your Bank.

We shall prepare instructions for our settlement agents.

You are to drop keys into Agent on the day of settlement.

STEP FIVE

We shall confirm when settlement has taken place.

You can contact us 30 minutes after settlement time to confirm settlement has been effected.

We shall advise Agent by fax letter that settlement has been effected.

We shall do final letter to you setting out all settlement figures and confirming other details.

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

We shall close & archive file.

WHAT WE DO

WHAT YOU DO