



1. Welcome Pack from Solicitor

- You will receive a Client Care Pack in which there will be a number of documents for you to complete together with an ID request, usually in the form of an online check.
- An upfront payment on account will be required.
- Your solicitor will not be able to progress your matter until all the initial requests have been dealt with in full.

2. Contract Pack

- A Contract Pack will be provided to the buyer's solicitor for review.
- The Contract Pack contains the title deeds together with documents provided by you in relation to the property.

3. Management Pack

- Where there is Management Company involvement, a Management Pack will be required.
- There may be a fee in connection with obtaining this and the funds will need to be paid upfront.

4. Mortgages

- Redemption figures will be obtained for all mortgages listed on the deeds to the property.
- Copies of the figures received will be sent to you for information purposes.

5. Restrictions

- If there are any restrictions in favour of any other party registered on the Deeds, your solicitor will contact them to establish their requirements.
- You will not be able to sell the property without such restrictions being satisfied.

6. Enquiries

- Enquiries will be raised by the buyer's solicitors based on the documents provided within the Contract Pack.
- Some enquiries may be sent to you for your response.
- The buyer's solicitor is entitled to raise enquiries at any time during the transaction.

7. Documents for Signing

- Once all the above has been dealt with in full, there will be a number of documents submitted to you that will require your signature and return.
- A completion statement will also be sent to you detailing the balance of funds due to you on completion.
- Any adult occupier of the property will also be asked to sign the Contract.

8. Completion Dates Discussed

- A completion date will need to be agreed with all parties in the chain.

9. Exchange of Contracts

- Exchange will take place between the solicitors in the chain.
- At this point, your sale will become legally binding.

10. Completion

- Once funds have been received by your solicitor, the keys will be released to the new owner.



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