

## Your Sale

### Step 1 - First Steps

We will send you our 'New Instruction Pack' for you to complete and sign. We have a few options for sending these which include our firm's app. The sooner the paperwork is completed and funds are placed on account, the sooner we are able to move forwards with your sale. You will also be required to provide suitable ID and for this to be electronically verified through our third party ID checking software.

### Step 2 - The Questionnaires

There will be a variety of questionnaires sent to you to include a short personal details and information questionnaire, alongside the Law Society Property information Form, Fittings and Contents Form and Leasehold Information Form, if appropriate. These forms should be completed as quickly as possible to allow us to move forward with the sale

### Step 3 - Contract Paperwork Sent

Once your questionnaires have been completed and we have payment on account, we will now be in a position to send a draft Contract and all of the information about your property to your buyer's solicitor.

### Step 4 - Enquiries Recieved

Once your buyer's solicitor has received the draft Contract and information about your property, there may be some questions raised which are called "enquiries". If this is the case, we will let you know what further information we require from you, and we will send your replies onto your buyer's solicitor.

### Step 5 - Enquiries Ongoing

Once your replies to your buyer's enquiries have been sent, they may raise any further enquiries that they may have. We will let you know if any further enquiries are raised and request the relevant information from you. We will follow up with your buyer's solicitor regularly to ensure they are able to progress the sale as soon as possible.

### Step 6 - Enquiries Completed

Once all enquires have been answered, and the draft Contract has been agreed by your buyer's solicitor, we will now be in a position to discuss completion dates. We will be in touch with you to see if you have a preferred date in mind and this will be discussed with your buyers solicitor to cement a date in place. If we haven't previously asked you to, you will be asked to sign your Contract and Transfer.

### Step 7 - Contracts Exchanged

When your completion date has been agreed, we will now be in a position to exchange contracts with your buyer's solicitor. Upon exchange of contracts, both you and your buyer are now legally committed to the transaction.

### Step 8 - Completeion Date

This is the day that the money changes hands and ownership transfers to the buyers. You will be required to ensure the property is empty by lunchtime on that date and keys available for the buyer to collect.

*Professional Service, Personal Touch*