## THE KEY STAGES OF A TYPICAL RESIDENTIAL PROPERTY SALE

These steps form part of the legal service that we undertake as part of your sale regardless of whether you are selling a freehold or leasehold property. If your are selling a leasehold property these additional steps will also form part of our legal service If you are have a mortgage to repay then these steps will also form part of our legal service You can see clearly that there is additional work for your solicitor to undertake when the purchase is leasehold and if there is a mortgage to repay. (1) To act for you in the sale of the Property. (2) Contact with you to gather information and carry out money laundering checks. (3) Liaise with you to complete Property Information forms and obtain planning information. (4) Liaise with you to complete Leasehold Information forms. (5) Check and deduce legal title, (Leasehold and Freehold title in the case of a leasehold property), draft contracts for sale and advise you on the terms. (6) Request sales pack from Landlord or managing agent and provide this to the purchaser. (7) Answer pre contract enquiries and liaise with you to obtain supplementary information. (8) Communicate with the buyer's solicitors and your estate agent (if you have one) at key stages. (9) Communicate with the Landlord or managing agent at key stages. (10) Communicate with the mortgage lender at key stages. (11) Agree the deposit arrangements and notify you of any issues. (12) Liaise with you to sign the contract and facilitate the process of exchange. (13) (a) Obtain Estate Agent's account and include in financial statements. (13) (b) Apportion service charges and ground rent and include in financial statements. (13) (c) If you have a mortgage to redeem obtain and include the redemption figure in financial statements. (14) Provide the buyer's solicitor with legal undertakings and replies to requisitions. Approving and amending the transfer of registered title form TR1. (15) Liaise with you to sign the transfer of registered title form TR1. (16) Produce a completion statement setting out the amount to be paid to you on completion after all necessary deductions. Collect money on completion and pay your estate agent's fee on your behalf. (17) Repay the mortgage and prepare the discharge documents. (18) Notify you and the seller of completion, and account to you for the balance of the sale proceeds. COMPLETE SALE