Sale Process

Property & Conveyancing

Paul Robinson
SOLICITORS

Step 1

Instruct Solicitors to act on your behalf and complete the sale questionnaire, property information form, fittings and contents form and if applicable, the leasehold information form, sign the terms and conditions of business, provide your identification documents and make payment on account.

Step 2

We will then draft the Contract papers and send them to the purchaser's solicitors. The purchaser's solicitors will put in hand searches on the property. We will then wait to receive any enquiries that the purchaser's solicitors wish to raise. We will respond to any enquiries that we can deal with directly and will ask you to provide replies to any enquires which we require your assistance with.

Step 3 Exchange

In order to move forward to exchange of contracts you would need to have returned the following: Signed Contract, Signed Transfer. We will also need to be in receipt of: A provisional Redemption Statement from your lender (if there is a charge/mortgage over the property).

Step 4

We will then take instructions from you as to a suggested completion date and put this date forward to the purchaser's solicitors. If you have a related purchase, we will also put the suggested date forward to your purchaser's solicitors. Once a date has been agreed, we will exchange Contracts on your behalf.

Step 5

We will prepare your file for completion and send you any documentation which you need to sign. We will request a final redemption statement from your lender (if there is a charge/mortgage over the property).

Step 6

We will prepare our completion statement and send the same to you in order to make you aware of the balance that will be available to you upon completion.

Completion Day

On the day of completion, we will wait to receive the sale proceeds from the purchaser's solicitors. Once completion has taken place we will telephone you to confirm. We will then deal with the post completion formalities with regard to sending all necessary documents to the purchaser's solicitors in order that they can register the new owner at the Land Registry. Your file will then be closed.

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