



Selling a Property

Key Legal

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We receive Memorandum of sale from Agent.



Client care pack sent to client:-

- Signed instruction form
 - Completed Client information Form
 - ID
 - Completed [Fixtures and Fittings Form](#) and [Property Information Form](#)
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We apply to the Land Registry for Office Copy Entries and prepare draft Contract on behalf of the Client.



We send the **draft contract** and preliminary papers to the Buyer's solicitors



We receive any **enquiries** from the Buyer's solicitors and, if necessary, obtain replies to these



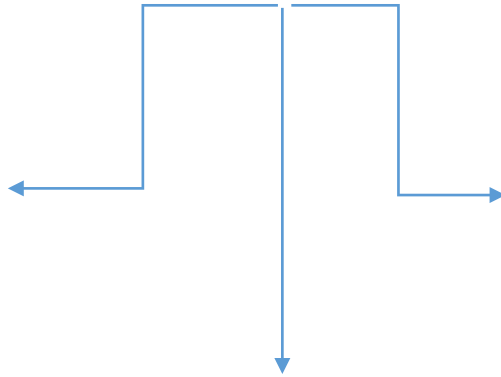
We respond to the enquiries from Buyer's solicitors



Upon approval by Buyer's solicitors, we meet with client to have documents signed.

We hold the signed contract in readiness to exchange contracts and fix a date for completion.

We receive completion date from the Buyer's solicitors



CONTRACTS ARE EXCHANGED



We receive from the Buyer's solicitors a draft Transfer for approval



We approve the draft Transfer



We send the finalised Transfer for signature (if we have not obtained this already).



COMPLETION and the property is formally sold for the client / the Seller must vacate no later than the contract time – usually 2pm.



We pay Estate Agent's fees connected to the sale and discharge the Mortgage with the lender. We are required to give a Solicitor's Undertaking to do this and send a formal receipt to the Buyer's Solicitor.



We account to you for any monies due under the sale of the property