



# Selling a Property

Key Legal

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We receive Memorandum of sale from Agent

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Client Care Pack sent to client:-

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- 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.

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

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

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We respond to the enquiries from  
Buyer's solicitors

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

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

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We receive completion date  
from the Buyer's solicitors

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**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.

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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.



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

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