

SALE TIMETABLE

This table shows the stages usually taken in the residential sales. It forms the basis of the work we undertake for you and on which our estimates are based. Steps may be taken out of order to help speed the sale.

The timetable is based on all action being taken without delay by you, your buyer and all others involved. If there is a related sale or purchase, or a chain of transactions, the overall timetable will be governed by the speed of the slowest transaction.

ACTION	COMMENT	FEES incurred
Initial steps		
<ul style="list-style-type: none"> Take your instructions. Check your ID. 	<i>Reduce delay by contacting us in advance</i>	
<ul style="list-style-type: none"> Provide you with our terms of business, guidance notes, confirmation of instructions form, property information and contents forms. 		
When a buyer is found		
<ul style="list-style-type: none"> Acknowledge your agents sale particulars. 		
<ul style="list-style-type: none"> Release draft contracts and property information to the buyer's solicitors. 	<i>Possible delay pending their reply</i>	
<i>Leasehold only</i> <ul style="list-style-type: none"> Seek information from your landlord for buyer e.g. rent, service charge, insurance, management history. 	<i>Possible delay pending their reply</i>	Landlord fees c.£150
<ul style="list-style-type: none"> Answer any further enquiries, negotiate on any amended terms proposed by buyer. 	<i>Possible delay waiting buyer's mortgage, survey & sale</i>	
When your buyer approves contract and is ready to proceed		
<ul style="list-style-type: none"> Obtain your signature to contract, discuss dates for moving, deposit and any final terms. 	<i>Link to purchase?</i>	
AGREE EXCHANGE OF CONTRACTS AND MOVING DATE		
<ul style="list-style-type: none"> Obtain agents' commission account and your approval 	<i>Make moving plans early as there may be little time before completion</i>	
<ul style="list-style-type: none"> Obtain final statement from your lender and your approval. 		
<ul style="list-style-type: none"> Approve sale deed and obtain your signature to it 		
<ul style="list-style-type: none"> Reply to buyer's solicitors' further requisitions. 		
ON COMPLETION		
<ul style="list-style-type: none"> Redeem your mortgage(s). 	Same day	
<ul style="list-style-type: none"> Pay your agent. 	<i>Usually next day</i>	Agents & our fees
<ul style="list-style-type: none"> Account to you less our bill. 		
<ul style="list-style-type: none"> Forward mortgage receipt to buyer's solicitors. 	<i>When received</i>	