

What happens during a purchase



INSTRUCTIONS FROM CLIENT



Client care letters and identification procedures



Draft documentation received



Mortgage offer received



Searches carried out and additional enquiries raised



Report to clients on findings



EXCHANGE OF CONTRACTS



Set up completion formalities and finance
Between Solicitors - no need for client attendance



COMPLETION



PAY STAMP DUTY LAND TAX AND
REGISTRATION FORMALITIES

What happens during a sale



INSTRUCTIONS FROM CLIENT



Terms and conditions, client care letters and identification procedures



Client to complete forms - fixtures and fittings and information forms



Draft contracts and title received



Deal with additional enquiries raised



Reports to clients on findings



EXCHANGE OF CONTRACTS



Set up completion formalities and mortgage to discharge/agents fees
Between Solicitors - no need for client attendance



COMPLETION



PAY OFF MORTGAGE AND
SEND CLIENT FUNDS