


## A usual sale process

How long it will take from you accepting an offer on your property and needing to move out will depend on a number of factors. The average process will take between 8-16 weeks, but it can be quicker or slower depending on the parties in the chain, the type of property (for example a flat may take longer as extra information is needed from third parties such as the landlord/management company/managing agent) and any complications which may arise in any of the transactions throughout the chain. The chart below shows the standard procedure for the sale of a property. Our Residential Property Team will talk you through the procedure and likely timescales in more detail once the specifics of the sale and the chain are known.

WHAT THE SOLICITOR HAS TO DO	WHAT THE CLIENT HAS TO DO
	Offer accepted.
Solicitor receives instructions from client.	Instruct Solicitors - Provide Solicitors with information regarding the Property including mortgage account number if applicable. Provides Solicitor with original Identification. Fill in Sellers Property Information Form and Property Information Form. Make the required payment on account to Solicitor.
Solicitor obtains the title deeds and a illustrative redemption figure (if applicable). Solicitor prepares the contract for sale and send the contract pack to the Buyer's Solicitors. (Where additional information is needed from third parties such as landlord/management company/managing agent this will be requested also and then sent on to the Buyer's Solicitors).	
(The Buyer's Solicitors will now be reviewing the contract pack and putting in hand searches which may take up to three weeks to be returned).	
Enquiries received from Buyer's Solicitors.	Assist with answering enquiries received.
(The Buyer's Solicitors may raise further enquiries and will not be in a position to exchange until they are satisfied with all the replies)	
Once the contract has been approved by the Buyer's Solicitors, send to the Seller to sign along with the transfer deed.	Sign and return contract and transfer deed in readiness for exchange.

<p>Agreed completion date. (The Buyer's Solicitors will require enough time between exchange and completion to enable them to request and receive mortgage monies from their clients lender)</p>	
<p>Order redemption figure for the date of completion and request agents invoice so that completion statement can be prepared and sent to client for approval.</p>	<p>Approve completion statement and provide bank details for transfer of completion monies.</p>
<p>Exchange contracts.</p>	<p>Once contracts have been exchanges, arrange removals and provide Solicitor with new address.</p>
<p><b>COMPLETION DATE</b> Receives purchase monies from Buyer's Solicitors. Redeems mortgage and pays agents. Balance sent to client. Send all deeds and documents to Buyers' Solicitor.</p>	<p><b>COMPLETION DATE</b> Move out of property, drop off keys with the Estate Agents and await confirmation that completion has taken place.</p>

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 [butcher-barlow.co.uk](http://butcher-barlow.co.uk)

 [enquiries@butcher-barlow.co.uk](mailto:enquiries@butcher-barlow.co.uk)