**EIGHT STEPS TO YOUR SALE**

1. Upon receipt of your instructions, we will obtain the Title Deeds.

2. We will obtain your replies to a Property Information Questionnaire and a Fixtures

and Fittings Form which answers various standard questions in relation to the property and

indicates what is included in the sale price.

3. We will submit a draft Contract and copies of your Deeds together with the Property

Information Questionnaire and Fixtures and Fitting Form to the buyer’s Solicitors.

4. We will obtain your signature on one part of the Contract and agree a completion

date with you and the other related parties.

5. We will exchange Contracts and thereafter all parties will be bound to complete

on the agreed date.

6. We will reply to further Requisitions which are raised by the buyer’s Solicitors and

will approve the Transfer Deed.

7. If the property is Mortgaged, we will obtain a redemption statement and forward

a completion statement to you.

8. We will complete the transaction on the agreed date and redeem any charges on the

property. The Title Deeds will be delivered to the buyer’s Solicitors.