

Sale	Action/Comment	Purchase
Estate Agent Instructed by Seller to market property.	Estate Agent recommends Client to instruct Solicitor.	Estate Agent shows properties to Buyer.
Seller's Solicitor sends sale costs estimate, Property Information Form and Contents list to Seller.	<i>Taking these steps now will save time later and help to speed transaction.</i>	Buyer's Solicitor sends purchase costs estimate to Buyer and requests search fees.
Seller's Solicitor requests deeds.	<i>Fee payable to Lender.</i>	Buyer considers mortgage, survey and insurance requirements.
If leasehold, Seller's Solicitor requests information from Managing Agents.	<i>Fee payable to Managing Agents but information requested is essential to satisfy Buyers.</i>	
Seller accepts offer.	Estate Agent notifies Solicitors. <i>Unrealistically short timescales can cause Clients stress!</i>	Buyer's offer accepted.
Seller's Solicitor sends Contract pack to Buyer's Solicitor.	Buyer must pay search fees to Solicitor and arrange survey and mortgage if required.	Buyer's Solicitor submits local search and other searches, as required.
Seller's Solicitor answers any additional enquiries raised by Buyer's Solicitor.		Buyer's Solicitor raises any additional enquiries.
	<i>Buyer must be able to comply with mortgage conditions and may need to renegotiate via the Estate Agent for works required by survey.</i>	Buyer's Solicitor receives local search result and mortgage instructions if required.
Seller signs Contract and agrees completion date.	<i>All parties in chain must be ready to exchange for same completion date before exchange can proceed. A chain is only as strong as its weakest link.</i>	Buyer signs Contract and Mortgage Deed, if required, arranges deposit and property insurance and agrees completion date.

Contracts Exchanged

Completion date/moving date is fixed.	Parties are legally bound.	Deposit is paid.
Seller's Solicitor informs Estate Agent of completion date.	Estate Agent sends commission account to Seller's Solicitor.	Buyer insures property from exchange.
Seller's Solicitor answers pre-completion enquiries and approves Transfer Deed.	<i>Depending on individual Client's circumstances Solicitors may be able to take some of these steps before exchange to reduce time to completion.</i>	Buyer's Solicitor raises pre-completion enquiries and drafts Transfer Deed.
Seller's Solicitor obtains mortgage redemption figures where appropriate.	<i>However, any mortgage advance must be available in time and Client may have to make last minute arrangements.</i>	Where a mortgage is required, Buyer's Solicitor reports compliance with mortgage conditions to Lender and requests mortgage loan release.
	<i>Seller & Buyer confirm removal arrangements.</i>	Buyer's Solicitor makes final searches and asks Buyer to pay any balance due.
Seller signs Transfer Deed and agrees key release arrangements.	<i>Any mortgage loan and final balance need to be cleared funds. Final searches must be satisfactory.</i>	Buyer signs Transfer Deed.

Completion/Moving Date

Seller's Solicitor sends Deeds to Buyer's Solicitor.	Keys released by Estate Agent to the Buyer.	Buyer's Solicitor pays price balance.
Seller's Solicitor pays Estate Agent, pays off any mortgages and accounts charged to Seller.	Clients Relax	Buyer's Solicitor pays stamp duty, registers ownership and any mortgage, and sends deeds to Lender or Buyer.