

Summary of Work Undertaken in Relation to a Residential Freehold or Leasehold Sale

- To act for you in the sale of the Property.
- Contact with you to gather information and carry out money laundering checks.
- Liaise with you to complete Property Information forms and obtain planning information.
- Check and deduce Title, draft contracts for sale and advise you on the terms.
- Answer pre contract enquiries and liaise with you to obtain supplementary information.
- Communicate with the buyer's solicitors, the mortgage lender (if any) and your estate agent at key stages.
- Agree the deposit arrangements and notify you of any issues.
- Liaise with you to sign the contract and facilitate the process of exchange.
- Obtain redemption figure (if applicable) and estate agent's account and prepare financial statements.
- Liaise with you to sign the transfer of registered title form TR1.
- Produce a completion statement setting out the amount to be paid to you on completion after all necessary deductions. Collect money on completion and repay the mortgage, and pay your estate agent's fee on your behalf.
- Redeem the mortgage and prepare the discharge documents (if applicable).
- Notify you and the seller of completion, and account to you for the balance of the sale proceeds.

Excluded Work on a Sale of Leasehold or Freehold Property

- Advice on Tax issues eg Capital Gains Tax liability
- Negotiating price changes with the buyer
- Anything not specifically identified in the 'Summary of Work Required'.
- Rectifying unusual or onerous defects in the Leasehold or freehold title.

If applicable, we will price these and any other requirements separately for you.



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