



3-5  
working days

You have accepted an offer to sell your property. Please contact one of our experienced Property Team members who can discuss your requirements and provide you with your personalised quotation, our terms and conditions of business and client care instruction pack. This will include the instruction forms for you to complete and return about you and your property. The estate agents will issue their memorandum of sale



1-2 weeks

Once you have completed your instruction forms and returned them your solicitor will then prepare the draft contract package to send to the buyer's solicitor with the forms which you have completed about the property. Your solicitor will contact the management company / landlord to establish the cost of obtaining the leasehold/management company information pack.



Typically  
1-2 weeks

Once the information pack has been paid for by the seller and the landlord/management company has prepared the information pack this is sent to the buyer's solicitor.



4-6 weeks

The buyer's solicitor will then check the draft contract, landlord/ management company information pack and supporting documentation and carry out any relevant property searches. The buyers will also be organising their mortgage if they are purchasing with the aid of a mortgage. Once the search results are back the buyers solicitor will then raise any relevant additional enquiries



2-3 weeks

When the buyer's solicitors raise their enquiries, your solicitor will contact you to answer some of the enquiries. There may be some enquiries your solicitor will be able to answer from the information available on the file.



Typically  
1-2 weeks

The buyer's solicitor may raise further additional enquiries which require the landlord / management company replies. Your solicitor will liaise with the landlord/ management company to obtain these replies.



2-3 weeks

Once the buyers solicitors are happy all their enquiries have been answered and they have received all search results a completion date can be agreed. The documentation can also be signed by all parties in readiness for exchange and completion of the property sale



6-8 weeks

Exchange of contracts can then take place On average this will be between 6-8 weeks from the date the estate agents issue their memorandum of sale.



You move!

Completion can then take place. You will to vacate the property and ensure the keys are handed to the buyers (usually via your estate agents). Your solicitor will calculate any ground and service charge amounts that are to be apportioned between you and your buyer. This will be on the date the buyer and seller have agreed when the contracts are exchanged.