**Sale of Freehold Property (No Mortgage to Redeem)**

**Summary of work required:**

1. Contact with you to gather information and carry out money laundering checks.
2. To act for you in the sale of the Property.
3. Liaise with you to complete Property Information and Fixtures and Fittings forms and obtain planning and building regulation and any ancillary information if applicable.
4. Check and deduce legal title in order to prepare the draft contracts for sale and advise you on the terms.
5. Answer pre-contract enquiries and liaise with you and third parties to obtain supplementary information.
6. Communicate with the buyer’s legal advisers and your estate agent (where applicable) at key stages.
7. Agree the deposit arrangements and notify you of any issues.
8. Liaise with you to sign the contract and facilitate the process of exchange.
9. Exchanging Contracts and carrying out pre-completion tasks.
10. Obtain estate agents account for you to approve (if applicable).

1. Provide the buyer’s solicitor with legal undertakings and replies to requisitions. Approving and amending the Transfer of registered title (Form TR1).
2. Liaise with you to execute the Transfer of registered title (Form TR1) prior to completion.
3. Produce a completion statement setting out the amount to be paid to you on completion after all necessary deductions. Collect money on completion and pay your estate agent’s fee on your behalf (where applicable).
4. Notify you and the seller of completion, and account to you for the balance of the sale proceeds and conclude post completion tasks.

**Timetable for work:**

Steps (a) to (i) – usually 6 to 8 weeks, but this will depend on a number of outside factors and is a basic estimate. It could take longer than this if there is a chain involved or it could happen quicker.

Steps (j) to (n) – usually 2-4 weeks depending on the speed and requirements of the other parties