The Conveyancing Process – Leasehold Sale

Receive the Memorandum of Sale from your Estate Agent and contact your Buyers Solicitor to confirm their instructions

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Request Home Information Pack from Estate Agent (if not received)

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Order Title Deeds, Lease and Mortgage Redemption Statement (for information purposes) from your Lender

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Prepare draft Contract and send this to your Buyers Solicitor along with the Lease, Property Information forms, Fixtures and Contents form and copies of your Service Charge Account, Ground rent receipt, last 3 years Accounts and evidence of Buildings Insurance

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Reply to additional enquiries raised by your Buyers Solicitor (this may include requesting additional information from your Landlord/Managing agent)

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Agree the Terms of the Contract

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Arrange for you to sign the Contract and confirm the completion date

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EXCHANGE CONTRACTS

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Obtain up-to-date Mortgage Redemption Statement from your Lender, Commission invoice from your Estate Agent and up-to-date Service Charge account from your Landlord/Managing Agent

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Reply to Completion Information and Requisitions on Title

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Approve draft Transfer Deed

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Prepare Financial Statement for you

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Arrange for you to sign the Transfer Deed

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COMPLETION

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Redeem any Mortgage(s)

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Pay your Estate Agents Commission

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Account to you for the proceeds of sale

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Send the Mortgage discharge document to the Buyers Solicitor when received (if applicable)