

Need more help? Would you like some more information, or to speak to a member of our team? Simply pop in, pick up the phone or drop us an email to discuss how we can help you and your family or business. **T:** 0113 290 0380 **E:** info@pudseylegal.com **www.pudseylegal.com**



Conveyancing
Selling a property

1

First initial consultation

This can either be at our offices, at your home, or over the telephone - whichever suits you best.



2

Forms and checks

We'll need to carry out ID checks and request completion of initial forms. We'll also ask you to complete a Property Information Form and a Fixtures & Fittings Form. We'll receive a Memorandum of Sale (a document which lists the details of the agreement) from the estate agents and confirm instructions to all parties.



3

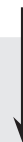
Pre contract stage

We'll prepare a contract package and send it to your buyer's solicitors. We'll also contact your mortgage provider and resolve any enquiries made by the buyer's solicitors. All documents for you to sign will be checked by us, and an exchange and completion date will be agreed with all parties involved.

4

Exchange of contracts

Once contracts are exchanged between parties, the sale will be legally binding for the agreed completion date. We'll obtain a final redemption figure (a final amount for settling your old mortgage) from your provider for the day of completion.



5

Completion and payment of fees

Once the buyers' solicitors have sent us the sale money by secure, telegraphic transfer (a way to get the money transferred on the same day), we'll advise you that completion has taken place. We'll pay off your previous mortgage on your behalf and forward any proceedings from the sale to you. In due course, we'll send on evidence that your mortgage has been paid off to the buyers' solicitors and then close your file. We'll only require a nominal payment of £20 on account to begin the sale process.

Ready for the next step?

We've tried our best to illustrate the normal stages involved in selling a property – but please note that every case is different.

We'll always advise you individually and make you aware of any extra stages required where we can.

GET SALE READY

Even before you've had an offer on your property or before you've found your dream home, you can instruct us and we'll have all your documents ready to speed up the process of your home move.

