

## Step by Step Guide of Solicitor's Work for the Sale of a Leasehold Property

### **WE**

1. Draft Sale Contract and forward with title documents and information forms to Buyer's Solicitors.
2. Request Leasehold Information Pack from Landlord and send to the Buyer's solicitors when received. Most Landlords charge a fee for this and we will contact you to request this where required.
3. Receive enquiries from the Buyer's Solicitors regarding the title and the search results. We will ask you to assist in responding to these where applicable.
4. Respond to enquiries.
5. Review/ amend Transfer document drafted by the Buyer's solicitor.
6. Will either invite you to an appointment to explain all the documents or send them via post and ask you to sign all the legal paperwork.
7. Arrange exchange of contracts with Buyer's Solicitors. This is when the sale becomes legally binding and you cannot pull out without financial penalties. **Please note** unless you state otherwise, we assume we have your authority to exchange by telephone. We suggest after exchange of contracts that you arrange removals.
8. Calculate apportionments of ground rent and service charges.
9. Request a redemption figure from your lender (if applicable) and the estate agent's account.
10. Complete the sale of your property on the agreed Completion date. You will need to ensure that at least one set of keys will be available at the Estate Agents on Completion. All other keys can be given to the Estate Agents or left at the property.
11. Redeem your mortgage and pay the estate agent's bill.
12. Pay any outstanding service charges/ ground rent.
13. Send the signed documents and title deeds to the Buyer's Solicitors to enable them to register the purchase.

Areas of work **not** included in our Step by Step Guide for straight forward matters and for which **additional** fees are payable:-

Deadline for exchanges where matters have to be given priority	-	from £100.00
Unregistered titles	-	from £70.00
Boundary disputes	-	from £70.00
Money Laundering issues	-	from £50.00
Unforeseen Additional work	-	from £50.00

Timescales : the length of time that a transaction can take will vary in each case dependent upon a number of factors. On average, a straightforward purchase/sale/remortgage will take approximately 10 to 12 weeks