

Selling a Property

Key Legal

Catterick House, Morton Road, Darlington, DL1 4PT.

t. 01325 469 393

info@key-legal.com www.key-legal.com We receive Memorandum of sale from Agent

Client Care Pack sent to client:-- Signed instruction form - Completed Client Information Form

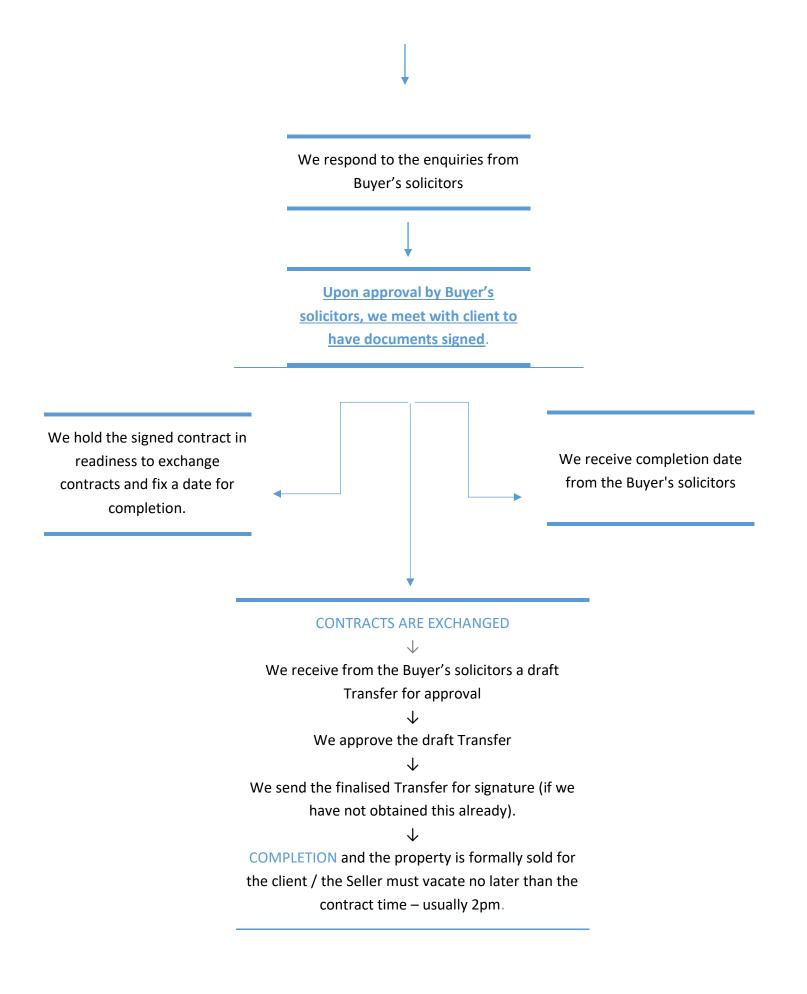
- ID

- Completed <u>Fixtures and Fittings Form</u> and <u>Property Information Form</u>

We apply to the Land Registry for Office Copy Entries and prepare draft Contract on behalf of the Client.

We send the <u>draft contract</u> and preliminary papers to the Buyer's solicitors

We receive any <u>enquiries</u> from the Buyer's solicitors and, if necessary, obtain replies to these



We pay Estate Agent's fees connected to the sale and discharge the Mortgage with the lender. We are required to give a Solicitor's Undertaking to do this and send a formal receipt to the Buyer's Solicitor.

We account to you for any monies due under the sale of the property