

VALUATION

- Agree marketing price with Preferential Properties
- Advise Vendor about Energy Performance Certificate (EPC)

INSTRUCTION

- Order EPC and prepare details including photos
- Place property on www.prefprop.com and other property portals
- Notify waiting list buyers of new instruction

VIEWINGS

- Organise viewings with seller
- Accompany prospective purchasers if required
- Obtain feedback from all viewings
- Provide Seller with feedback from viewings

OFFERS

- Report all offers to the Seller
- Negotiate between seller and purchaser
- Verify that purchaser is in a position to proceed with the purchase
- **AGREE A SALE PRICE**
- Confirm Purchaser has sufficient funds to complete purchase

PURCHASER

- Instruct solicitors and provide funds for initial searches
- Submit formal mortgage application
- Arrange for survey

SELLER

- Instruct solicitor to prepare draft contract
- Return completed property forms, fixtures and fittings list.

PURCHASER'S SOLICITOR

- On receipt of paperwork and fee apply for local searches
- Approve contract and raise enquiries with the Sellers solicitor
- Report to purchaser and lender once satisfied with enquiries

PREFERENTIAL PROPERTIES

- Liaise with Seller, Purchaser and both solicitors to keep transaction moving forward
- Arrange access for survey
- Provide regular feedback to all parties
- Liaise with other parties in the chain
- Agree a completion date

SELLER'S SOLICITOR

- Forward contract and title deeds to purchasers solicitor
- Answer all enquiries from purchasers solicitor
- Approve contract

PURCHASER

- Sign formal mortgage offer
- Sign and return contract
- Provide solicitor with cleared funds for deposit
- Confirm completion date with solicitor
- Authorise solicitor to exchange contract

EXCHANGE OF CONTRACTS

SELLER

- Sign Contract
- Confirm completion date with solicitor
- Authorise solicitor to exchange contract

COMPLETION