

Thomson Snell & Passmore LLP Summary of Work - Sale

- Verify your identification, source of funds and obtain money on account
 - Confirm that we are instructed to act on your behalf in this matter
 - Update the estate agents and other interested parties throughout the progress of your sale
 - Obtain the property's title deeds or title entries from the Land Registry
 - Liaise with your lender to obtain a guide redemption figure
 - Provide you with the Property Information Form, Leasehold Information Form and Fittings and Contents Form for you to complete and return, together with any supporting paperwork
 - Contact the property's landlord or managing agents for management information
 - Prepare the Contract papers, which will include the Contract, the property's title documents, Property Information Form, Fittings and Contents Form, Lease and management information from the property's landlord or managing agents (as appropriate)
 - Send the Contract papers to the buyer's solicitor
 - Reply to and advise on the buyer's additional enquiries, liaising with you for further information when appropriate
 - Arrange for you to sign the Contract
 - Obtain your instructions and consent to the dates for exchange and completion
 - Exchange Contracts by telephone with the buyer's solicitor and receive the purchase deposit from the buyer's solicitors
 - Notify you and the estate agents of the agreed exchange and completion dates
 - Prepare the replies to standard requisitions following exchange, which include our bank details to receive the outstanding sale price on completion and where your property's keys will be left on completion
 - Liaise with your lender to obtain a final redemption figure on the completion date
 - Approve the Transfer Deed transferring ownership of your property to the buyer after completion and arrange for you to sign it prior to completion
 - Prepare a Completion Statement confirming the net sale proceeds
 - Receive the completion funds from the buyer's solicitors on the completion date
 - Notify you and the estate agents when completion has taken place
 - Pay the estate agents' commission and redeem any charge over the property
 - Transfer the net sale proceeds to you
 - Send to the buyer's solicitor the signed Transfer Deed and any miscellaneous paperwork relating to the property.
- Items outside of initial scope requiring further consideration and additional costs**
- Tax advice.
 - Dealing with title issues such as breaches of covenants, lack of or defective rights, defective lease, unregistered land, overage, lack of consents (planning, building

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- control, covenants etc.), missing land, multiple titles.
- Advising on neighbouring land, titles or features.
- Non-mainstream, overseas or separately represented lenders
- Retentions
- Lock-out/exclusivity agreements
- Lease extensions
- Advising on tenancy agreements
- Negotiating access between exchange and completion
- Delayed completion
- Powers of Attorney
- Dealing with an exceptional number of additional enquiries
- Multiple mortgages or Court Orders or insolvency/bankruptcy restrictions

Further information

This Information Sheet has been prepared to highlight the summary of work for a sale which is correct at October 2018. For more information, please contact Rebecca Swain on 01892 510000 or by email at:

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