#### **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 the Seller

- 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

COMPLETION

#### **SELLER**

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