INSTRUCTION	STAGE 1	STAGE 2	STAGE 3	STAGE 4	COMPLETE
	WEEK 1	**WEEKS 2-5**	**WEEK 6**	**WEEK 7**	**WEEK 8**
•ID Checks •Client Returns Forms and copy identification •Memorandum of Sale Received • Confirm Instruction • Contract Pack Received •Stage 1 will begin once all of the above is complete	•Contract Pack Reviewed and enquiries raised • Searches requested once client has paid for them	• Replies to Enquiries Received from vendors Solicitor •Search results received •Mortgage offer received •Any outstanding enquiries have been satisfactorily answered by the vendors solicitors	•Report on Title Sent to Client along with documents for Signature •Exchange Date Agreed in Principle	•Exchange of Contracts •Pre completion searches undertaken •Mortgage Advance requested (if applicable) •Set up for completion	•Completion •Post Completion: Application to Land Registry •Once registration has been completed send up to date title to clients and lender (if applicable) [please note that this can take several weeks] •Archive file