| INSTRUCTION | STAGE 1 | STAGE 2 | STAGE 3 | STAGE 4 | COMPLETE |
|---|---|---|---|---|---|
| | WEEK 1 | WEEKS 2-5 | WEEK 6 | WEEK 7 | WEEK 8 |
| •ID Checks<br>•Client Returns Forms<br>•Memorandum of Sale Received<br>•Buyer's Solicitors Confirm Instruction<br>•Stage 1 will begin once all of the above is complete | •Contract Pack Issued<br>•Preliminary Redemption Statement Requested | •Enquiries Received from Buyer's Solicitor<br>•Enquiries from Other Side Resolved | •Documents Sent to Client for Signature<br>•Exchange Date Agreed in Principle | •Exchange of Contracts<br>•Send Replies to Requisitions on Title<br>•Obtain Final Redemption Statement | •Post Completion: Pay Estate Agents and Send TR1/Deeds to Buyer's Solicitors<br>•Transfer Funds to Client's Account |