

Agent

Seller

Seller's solicitor

Buyer

Buyer's solicitor



Meeting with the sellers to listen to their moving requirements



Agree on a suitable marketing plan with Cooper Adams



Speak to our or any good independent mortgage advisor re amount of deposit needed to buy



Prepare marketing inc photography, videos, plans, descriptions



Prepare home for video and photography, (Cooper Adams have a guide)



Collate your ID, bank statements and payslips for mortgage



Got deposit saved or equity worked out?



Help seller get legally ready



Choose & instruct solicitor, give them ID.



Send intro pack to buyer



Have ready a Mortgage Certificate to show estate agents - ready to buy



Send Buyer Pack to seller's solicitor



Get legal papers all done for Buyer Information Pack. Being proactive removes stress and speeds up transaction time.



Confirm acting for the buyer



Launch property to market



Viewing days booked in advance



Prepare draft contract pack in readiness



View Properties



Send legal pack to any interested parties after they have viewed



Request legal pack



Make an offer



Negotiate offers



Agree sale price



Agree sale price



Prepare Reservation Agreement



Sign and commit to Reservation Agreement



Sign and commit to Reservation Agreement



Offer agreed - sales memo to all four parties



Advise solicitor to proceed



Advise solicitor to proceed



Send Buyer legal pack to all four parties



Get removal quotes



Send draft contract pack with Buyer Info Pack to buyer's solicitor



Pay solicitor to start searches asap, to speed up transaction



Checking and updating all four parties are on track



Send draft contract pack with Buyer Info Pack to buyer's solicitor



Get removal quotes



Advise all parties when mortgage valuation survey booked in



Help solicitor with enquiries raised



Formal mortgage offer will be sent to buyer and their solicitor



Checking and updating all four parties are on track



Respond to enquiries from buyer's solicitor



Depending on answers to enquiries may raise further enquiries - this can repeat until 100% satisfied



Checking and updating all four parties are on track



Sign undated contract & transfer TRI form



If deposit not from sale transfer deposit to solicitor's account



Checking and updating all four parties are on track



Give solicitor a choice of different moving dates



Sign undated contract



Checking and updating all four parties are on track



Select a completion date that all four parties happy with



Give solicitor a choice of different moving dates



Book in removal company



Book in removal company



Book in removal company



Select a completion date that all four parties happy with

Contracts formally Exchange

Completion Day - After sellers receive money - keys handed to new buyers