

Transaction Process

Letter
You receive our letter.



01

02



Property Information and Expectation of Value

You gather as much of the relevant information you are happy to give us regarding your property, as stated in our Sales Checklist below.

Phone Call

We have an initial phone call to determine a strategy regarding a Corporate Acquisition or a Property Acquisition as detailed in our letter.



03

04



Meeting

We arrange a meeting to talk through in detail and view properties, if this can be arranged.

Offer

Following our meeting, we will send you our offer by post and email if applicable.



05

06



Agreed

If our offer is acceptable to you, we then both instruct solicitors (and accountants, if a company sale).

Memorandum of Sale

We put together a memorandum of sale giving the details of the offer and listing our accountant and solicitor contact information. This is then sent to all parties by email.



07

08



Conference Call

We arrange a conference call with all parties listed in the memorandum of sale to facilitate a timeline for the transactions and organise a meeting for exchange of contracts.

Due Diligence

Property information gathered by solicitors, and company accounts information gathered by accountants if a share sale.



09

10



Exchange

A meeting is arranged with both parties and their solicitors to finalise the contracts and exchange. **All exchanges will take place in person and not by correspondence.**

Completion

We then move forward to completion which would be 16 weeks from the date of exchange.



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Sales Checklist

- | | |
|--|---|
| <input type="checkbox"/> Full address of property including postcode. | <input type="checkbox"/> Description of property (i.e. accommodation and square footage if known). |
| <input type="checkbox"/> Lease start and expiry date. | <input type="checkbox"/> Any rent reviews or break clauses . |
| <input type="checkbox"/> Any expectation of value you may have – previous valuation reports are a useful source of information. | <input type="checkbox"/> CGT calculations if applicable (company purchase information only). |
| <input type="checkbox"/> Tenants information (name etc). | <input type="checkbox"/> '82 valuations if applicable (company purchase information only). |
| <input type="checkbox"/> Rent per annum. | <input type="checkbox"/> Are there any loans, mortgages etc. |