

# SALE PROCESS



1

## PRE CONTRACT

List property for sale  
Agent will prepare Contract once Buyer submits offer  
Review Contract with us prior to signing

2

## CONTRACT SIGNED/ INITIAL STEPS

Complete forms sent by us  
Send signed Bank  
Discharge Authority

3

## CONDITIONS APPROACHING

Ensure Discharge Authority has been  
submitted to us or bank  
Ensure you are contactable on due date  
Complete any conditions required by you

4

## CONDITIONS DUE

We will contact you as soon as we are given  
notice by the Buyer's solicitor

5

## UNCONDITIONAL

Sign Transfer documents or Pexa Client  
Authorisation. Download Pexa Key app  
Ensure property will be vacant by  
morning of Settlement

6

## SETTLEMENT DAY

Deliver keys to agent  
Mortgage payout to be advised by us  
Settlement is attended by solicitors & banks - you do not  
need to be present  
Documents/payments will be exchanged

7

## AFTER SETTLEMENT

Surplus funds will be deposited to your account  
Agent will pay the deposit (less commission) to you  
Cancel your insurance