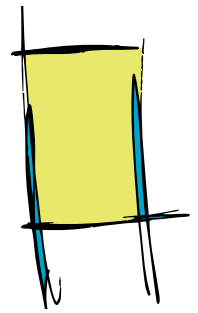
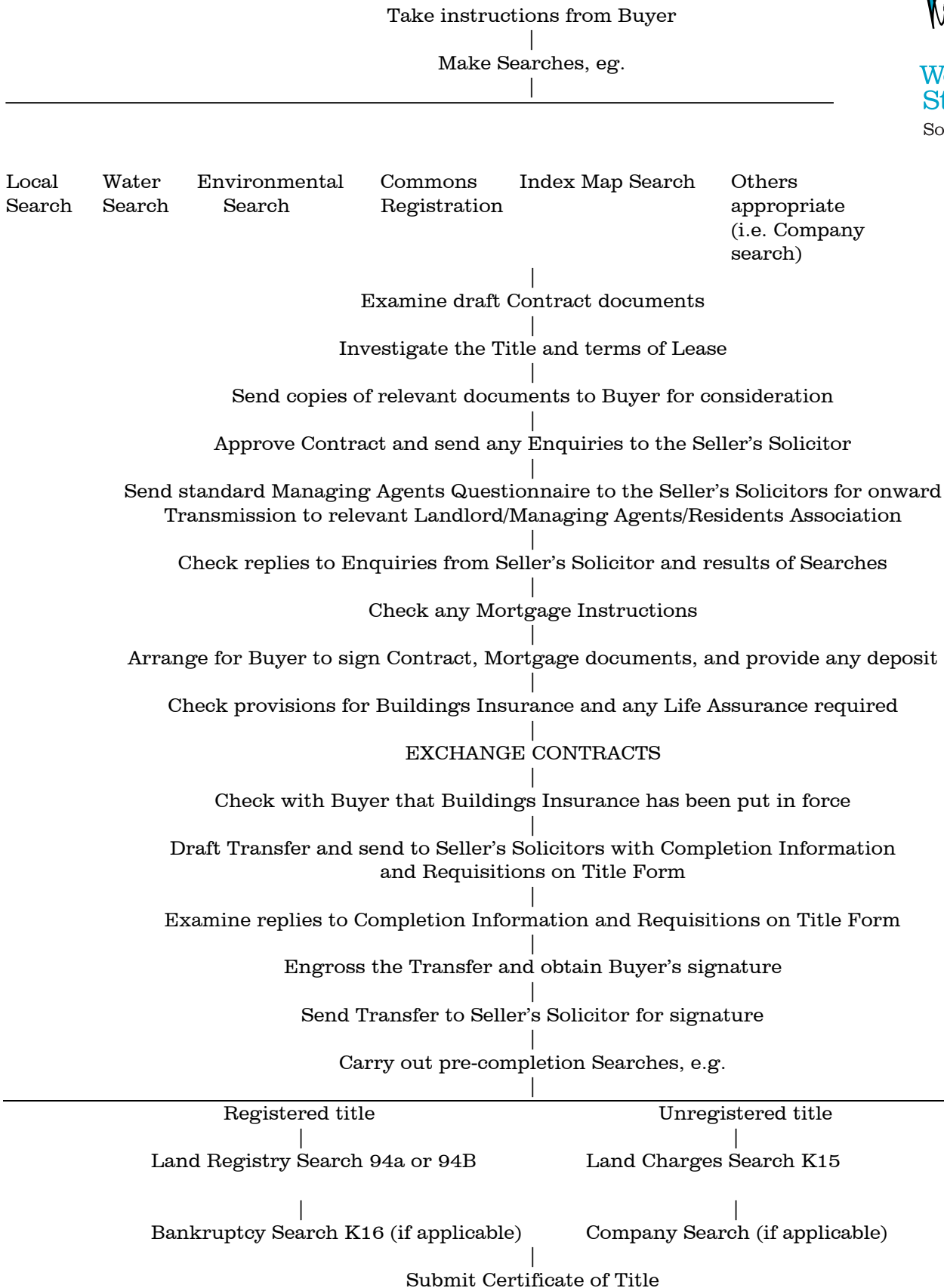


# SEQUENCE OF EVENTS

Re: Solicitor acting for a Buyer of a residential Leasehold property



Woodford  
Stauffer  
Solicitors



Prepare and supply Completion Statement to Buyer requesting any monies required

Check results of pre-completion Searches

Check all funds for completion received from the Buyer and/or Mortgage Lender

COMPLETION

Check Seller has signed Transfer	Obtain Seller's Solicitors undertaking to discharge any Mortgages	Pay balance purchase monies to Seller's Solicitors	Check we have received from Buyer's Solicitors Transfer, Title Deeds, Land or Charge Certificate and undertaking to redeem Mortgages
Check Contract, enquiries, requisitions and correspondence for any additional completion requirements	Ask Seller's Solicitors to date Transfer and release the keys	Date any mortgage documents	

Send the Transfer to Inland Revenue for stamping

Give Notice relating to any Life Policies required for any Mortgage (if applicable)

Give Notice of Transfer and Mortgage to Landlord/Managing Agents/Residents Association

Prepare and send Form AP1 or FR1 to Land Registry

Check the Charge/Land Certificate when sent by the Land Registry

Send copies of Buyer's Title to them for their records

Prepare a Schedule and send Deeds to the Mortgage Lender

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