

Plotting the course of the sale of your property



We discuss the contract with you if desired



Contract signed and deposit paid and held by agent



Buyers advise us when finance approved and when property condition reports are satisfactory, if applicable



We contact your bank to arrange release of your mortgage



We receive transfer documentation and check this



We contact your bank to ensure all their requirements are met



By prior arrangement with you, the buyers do a final inspection of your property



You move out of your house before settlement time



We contact you to discuss settlement arrangements - one to three days before settlement



We arrange settlement



We attend settlement on your behalf, deduct our fees and deposit the balance of funds into your account

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