

PRE SALES PACK – STEP BY STEP GUIDE



Below is a simple step-by-step guide to help the different parties understand the steps required in the successful creation of a Pre Sales Pack. This will involve the seller, the selling agent and Conveyancing Network and their solicitors.

Conveyancing Network deliver the completed Pre Sales Pack in a secure media format (PDF) which can either be:

- o Emailed to interested 3rd parties or
- o Printed as a hard copy

We **estimate** the expected turnaround times for delivery of a completed Pre Sales Pack to be:

- o Up to 10 days - If the forms are completed at the estate agent's offices.
- o Up to 14 days - If the forms are completed elsewhere.

All Pre Sales Pack forms are available for download from our website:

<http://www.conveyancing-network.co.uk/FormsOnline.htm>

Steps	Responsible
<p>1 Complete a PRE SALES PACK – INSTRUCTION FORM. This will need to be filled out by the estate agent and signed by the seller.</p> <p>When the instruction form has been completed and signed it will need to be returned to Conveyancing Network by post along with the other forms listed in step 2.</p>	Referrer / Seller
<p>2 Complete the following forms</p> <ul style="list-style-type: none"> o SELLER'S PROPERTY INFORMATION FORM o SELLER'S LEASEHOLD INFORMATION FORM (only applicable if sale property is leasehold) o FIXTURES, FITTINGS AND CONTENTS <p>Please contact Conveyancing Network for assistance, if required.</p> <p>Then these forms have been completed and signed they will need to be returned to Conveyancing Network along with the Instruction Form</p>	Referrer / Seller
<p>3 When the forms listed in step 1 & 2 have been returned to Conveyancing Network the forms will be checked for any potential problems or issues, to ensure the forms are as complete and accurate as possible.</p>	Conveyancing Network
<p>4 The Official Copy Entries (including plans) will be ordered and CN will complete the "Property Appraisal Form".</p>	Conveyancing Network
<p>5 A complete Pre Sales Pack will then be created in a secure media format for delivery to the seller and estate agency.</p>	Conveyancing Network

If you are unsure about any aspect of the pre sale pack, the forms or it's creation then please contact Conveyancing Network on **08450 944 934** or by email **info@cn-ltd.co.uk**