



**1. Advertise property**

Advertise your property through all the relevant avenues

**Instruct**  
Kitsons to act on your property sale matter

**2.**



**3. Prepare**

We prepare the contract package, apply for title documents and complete the property information forms

**Send**  
We send the contract package to the purchaser's solicitor

**4.**



**5. Review**

Enquiries raised by the purchaser's solicitor and possible amendments to the sale contract

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**Reply**

We take client instructions on the enquiries raised then prepare suitable responses. Once approved, parties sign in readiness for exchange and agree date to complete the transaction

**6.**



**7. Exchange**

Contract becomes legally binding, we receive 10% deposit from purchaser's solicitor and prepare for completion



**Request**

We request the mortgage redemption statement and prepare financial statements

**8.**



**9. Complete sale**

We receive the amount owing from purchaser's solicitor, pay off any mortgage and estate agent's fees. Send the net sale proceeds to the seller.



Get in touch

Exeter:  
01392 45 55 55

Plymouth:  
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Torquay:  
01803 20 20 20

**The way solicitors should be...**