

COMMERCIAL PROPERTY

THE STAGES OF PROPERTY DISPOSAL

APPROVED FOR ADVISER USE I JANUARY 2024



Below is a high level flowchart covering the main stages of a typical property sale.

1

MEMBER

Submits Property Disposal Instruction Form to Curtis Banks.

CURTIS BANKS

Review the proposal and confirm acceptability to Member and Adviser.

3

CURTIS BANKS

Instruct appropriate third parties including Solicitors - Valuer - Lender.

4.

CURTIS BANKS

Recieve and review reports and documents.

5.

CURTIS BANKS

Report on any issues to Member or Adviser. 6.

CURTIS BANKS

Send sale documents to Solicitor.

7.

CURTIS BANKS

Send signed contractual agreement to Solicitor.

8

Sale complete.

9.

CURTIS BANKS

Sale proceeds received from Solicitor net of mortgage and rent adjustments.

10.

CURTIS BANKS

Cancel Insurance Cover.

11.

CURTIS BANKS

Arrange payment of third parties from the SIPP fund.

12.

CURTIS BANKS

Issue Sale Completion Pack to Member or Adviser.

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