

You will need to organise an auction pack to be drafted on your behalf when selling at Auction. We will work with the provider to obtain documents at the relevant times.

- Once you have instructed us separately from the auction pack provider, we will send you our Terms of Business for you to sign and return to us to confirm your instructions for us to act.
- Once your auction pack provider has obtained the title documents from the Land Registry, they will provide them over to us for us to check the title for you.
- We will look to see if you have any mortgages registered and if so, request a redemption statement from your lender.
- We will also check the rest of the title on your behalf to ensure that there are no defects that you need to make the buyer aware of.
- Once we have received the title and any extra special conditions from the Auction House, we will draft the contract and special conditions of sale and return it to your pack provider for them to put into the Auction pack on your behalf.
- Your property will be entered into Auction for a specific date, and we will be informed of the date.
- Once you have sold your property, we will receive instructions from the Auction House to confirm the sale price and any deposit paid by the buyers on the day. The deposit is normally sent directly to us from the Auction House to hold until completion.
- Once we have the full information from the Auction House, we will contact your buyers' solicitors confirming the special conditions attached to this sale and the completion date.
- Once we have your buyer's full name, we will draft a Transfer document and send it to you and to the buyer's solicitors for them both to be signed and sent back to each parties' solicitors in advance.
- Prior to completion, we will send the buyer's solicitors a completion statement confirming the amount of money we expect to be paid to us on the day of completion.

Please note that there are some differences between a **Traditional Auction** and a **Modern Auction**, and these will be explained to you by the Auction House prior to you agreeing how you wish to proceed.