

# **COMMERCIAL PROPERTY**

# THE STAGES OF PROPERTY DISPOSAL

APPROVED FOR ADVISER USE I MARCH 2023



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. 2

## **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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