ANDERSSEN & COMPANY
Legal Solutions

Vendor Flow Chart

To Market the property

You give us instructions

We establish your needs & expectations

You sign Client Service Agreement

We explain our Communication Client Care And fees

You complete Information Check List regarding the property

We receive a copy of the Contract

Negotiate amendments to Contract

You sign Contract

You sign authority to mortgagee to release mortgage

We write to mortgagee sending authority and details of Contract of Sale, including proposed settlement date

We write to you detailing date of contract, cooling off period, date of inspections, finance date and settlement date

We advise you when contract unconditional

Contract now UNCONDITIONAL

Items requiring your attention

We receive transfer documents from purchaser's solicitors

You sign transfer documents

You arrange removalists

Arrange settlement with purchaser's solicitor and lender

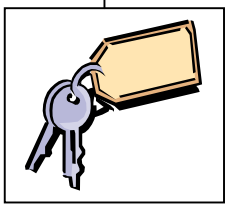
We send settlement figures to purchaser's solicitor

Purchaser's solicitor confirms settlement figures

We arrange with you payment of settlement monies

You arrange Electricity, Gas and Telephone to be disconnected

You to make sure property is clean and empty before settlement



Reminder:
* Give keys to agent
* Door Remote Controls to Purchaser
* Instructions for Alarm & Pool etc to Purchasers

We confirm settlement

Settlement (we attend on your behalf

Monies paid to you or your lender

We send you final settlement letters

You complete our Client Feedback Survey