SALE **PURCHASE** 1. Take instructions - advise. Establish business relationship. 2. Prepare draft contract of sale. 3. Take instructions - advise. Establish business relationship. 4. Obtain expert advice and searches. 5. Negotiate amendments to contract. 5. Negotiate amendments to contract. 6. Exchange 7. Arrange for investment of deposit, discharge of charges, consents. 8. Make post-contract enquiries. 9. Make and respond 10. Rescind Withdraw? to requisitions, contract objections, claims. 11. Prepare transfer and security documents. Execute and stamp all documents as required. 12. Prepare draft settlement figures 13. Agree settlement and arrangments. 14. Obtain clear final search 15. Effect settlement. 19. Confirm settlement figures, pay 16. Inform agent, request accounting. outstanding rates and charges. 20. Lodge title documents for 17. Forward necessary notices of sale registration, forward notices to to approprate authorities. authorities. 21. Deliver title documents to 18. Account to vendor. purchaser.