

# From instruction to SOLD/LET



**Step 1**  
 Arrange for Bourne Estate Agents to come and value your property. This is **FREE** of charge and you are under no obligation.



**1**

Agree your service level  
 Instruct Bourne to sell or rent your property

**2**

Explore our valuation pack

**3**



Sign the marketing contract  
 Submit your ID's for AML checks

**4**

Accompanied viewings  
 with regular feedback

**8**



Offers received

**7**

Property is advertised  
 on all major portals



**6**

Details sent to you  
 for your approval

**5**

Photos Taken  
 Details put together



Offer agreed



**9**

**Sales:** Solicitor details exchanged  
**Lettings:** Right to Rent checks carried out  
 & referencing sent

**10**

**Sales:** Sale memorandums sent  
**Lettings:** Landlord documents received

**11**

**Bourne**

**SOLD**

**LET**

**Sales:** Bourne liaise with all parties, with constant updates  
**Lettings:** Landlord documents received

**12**

**15**

**14**



**Sales:** Completion day  
**Lettings:** Tenant move-in day

**13**

**Sales:** Exchange  
**Lettings:** Referencing received, contracts sent

