

Streamlining Sales Transactions with the Panel Solicitors

Summary Flow Chart

Key:
* [NAME] = new documents/processes to aid streamlining

(1) PRE-MARKETING

Managing Trustees (MTs) make decision to sell after considering the new "Strategic Guidance for Property in Mission"



Speak to your District Property Secretary & check with them whether a project should be logged now.



Check-in One
TMCP meet MTs to go through Check-in One and provide initial guidance to MTs
* Check-in One checklist
* Check-in One
* Template instruction letter

MTs notify TMCP & contact TMCP to arrange **Check-in One** & provide Check-in One information.



MTs instruct surveyor to prepare QSR (after obtaining any initial advice from panel solicitor if recommended at Check-In One)

Surveyor Prepares QSR
* Template QSR



MTs send QSR to TMCP for approval

TMCP approve QSR



(2) MARKETING

MTs place property on market



Surveyor
Advises MTs on offers received & provides confirmation of best price and adequate marketing

TMCP approves certificate of best price

(3) OFFER ACCEPCTED

MTs accept offer at best price & contact TMCP to arrange Check-in Two

Check-in Two

TMCP meet MTs to go through Check-in Two with MTs and help complete Panel Instruction Questionnaire (Sale Questionnaire) and collate documents to submit to panel solicitor

- * Check-in Two
- * Sale Questionnaire
- * ID Questionnaire

MTs submit completed Sale Questionnaire and ID Questionnaire to chosen panel solicitor with accompanying documents, obtain quote(s) and instruct panel solicitor

(4) CONVEYANCING

Time critical conveyancing process.

Panel solicitor submits documents and signed connected persons certificate to TMCP and provides any exception report.

- * Template connected person's certificate.
- * Template documents.
- * Exception report.

TMCP approve documents

MTs notify TMCP when final consent of the District is in place.

TMCP confirm that all of the charity law and Methodist law and policy requirements have been fulfilled.

MTs confirm instructions to exchange

Panel solicitors report to MTs on documents and submit final documents to MTs for signature.



(5) EXCHANGE

Exchange of contracts

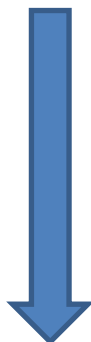


Preparation for completion & execution of documents

TMCP seal completion documents & approve completion statement



TMCP request Memorandum of Consent



(6) COMPLETION

Sale completes

TMCP confirm allocation of sale proceeds to MTs.

