

Guide

# Guide To Your Sale Tracker



The logo for Andrew Granger & Co features a pink upward-pointing arrow above the text "ANDREW GRANGER & CO" and a pink horizontal line below it.

ANDREW  
GRANGER & CO

The logo for Sheldon Bosley Knight consists of a vertical orange bar to the left of the text "SHELDON BOSLEY KNIGHT".

SHELDON  
BOSLEY  
KNIGHT

The logo for Land and Property Professionals is a white rectangular box containing the text "LAND AND PROPERTY PROFESSIONALS".

LAND AND  
PROPERTY  
PROFESSIONALS

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Moving home is exciting — but we know it can feel overwhelming too. That's why we use the Sale Tracker: a simple tool that keeps everything for your property transaction in one place, so you always know what's done, what's next, and who's handling what.

With your Sale Tracker you can:

- ✓ Track every step from offer accepted to completion
- ✓ See exactly what's expected of you and when
- ✓ Share updates with us and your solicitor instantly
- ✓ Access everything 24/7, without waiting for callbacks

The result? Less stress, fewer delays, and a smoother move.

# Getting started.

- **Log in** – Go to the [Street Portal](#) on your desktop browser.
- **Find your tracker** – Click “My Sale Tracker” in the top navigation bar.
- **Check your tasks** – Your personalised checklist will show you what’s complete and what’s still to do.
- **Take action** – Click into any task to upload documents or confirm details.

**Tip: Bookmark the Street Portal page so you can get to your Sale Tracker quickly.**



# Key features.

## **Task Management**

See every milestone laid out clearly. When you complete a task (like sending ID to your solicitor), it updates automatically for everyone.

## **Centralised Communication**

No more scattered emails. All updates are logged in one place, so nothing slips through the cracks.

## **Secure Compliance**

Upload ID and proof of funds safely through the app. These are verified instantly by trusted compliance partners, with results securely stored.

## **Buyer Ready**

Buyers are prompted to share solicitor details and key documents early on — strengthening the chain and reducing last-minute issues.

## Automated Nudges

Get timely reminders to upload documents or confirm details. Clear instructions mean you'll always know what's needed and when.

## 24/7 Access

Check your progress at any time, without waiting for us to call.

# Your weekly to-do list.

**To keep things moving, make these three steps part of your routine:**

- **Check your tracker** – Log in each week and see your latest milestones.
- **Take action** – Complete any open tasks right away.
- **Update us** – After speaking with your solicitor, drop us a quick WhatsApp. We'll update our side and step in if needed.

# Your home sale journey.

Think of your Sale Tracker as a roadmap for your property transaction. Here's what the journey looks like from start to finish:

## **Offer Accepted**

- Great news! An offer has been agreed.
- We create your Memorandum of Sale to make things official and set up your Sale Tracker.

## **Paperwork Begins**

- Buyer uploads ID, proof of funds, and solicitor details.
- Seller confirms solicitor details.
- Anti Money Laundering (AML) checks are completed securely online.

## Searches & Enquiries

- Buyer's solicitor requests local authority searches.
- Both solicitors raise and answer any legal questions (known as enquiries).
- Survey and mortgage valuation take place (if needed).

## Contracts Prepared

- Draft contracts are issued by the seller's solicitor.
- Buyer reviews documents and raises final questions.
- Both parties work towards exchanging contracts.



## Exchange of Contracts

- Both sides sign the contracts.
- A completion date is agreed.
- The sale becomes legally binding.

## Completion

- Funds are transferred.
- Keys are released.
- Time to move!

Each of these steps appears as a milestone in your Sale Tracker.

You'll always know exactly where you are, what's next, and what's already done.



# Frequently asked questions.

## **Do I have to use the Sale Tracker?**

We recommend it, as it's the fastest and easiest way to keep everything on track, without important details getting missed. Of course, you can still call or message us if you prefer.

## **Can I access it on mobile?**

Currently, the full Sale Tracker works best on desktop. You can still use the Street Client App for uploading documents and ID checks.

## **Who can see my information?**

Only the people who need to — us, you, and your solicitor. Everything is handled securely within the platform.

## **What if I get stuck?**

Don't worry! Our team is here to help. Just give us a call or send us a WhatsApp and we'll guide you through it.

# Final message from the team.

We hope this guide helps set clear expectations and makes your conveyancing process smoother.

Remember, taking small actions—like staying in touch with your solicitor and keeping the portal updated—will have a big impact.

Got any ideas how we can improve this guide? Please share them - [marketing@sheldonbosleyknight.co.uk](mailto:marketing@sheldonbosleyknight.co.uk)

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