

Selling your Property

- w** Once you have accepted an offer on your property, contact us. We will provide you with an estimate of fees there and then. You will need to complete any forms we send to you and return these to us so that we can get to work. Also remember to tell your Estate Agent that you have instructed us to act for you.
- w** Your Estate Agent will send us details of the buyer's solicitors.
- w** Amongst other things, we will send you a Property Information Form and Fixtures and Fittings Form which you will need to complete as accurately as you can and return to us. At this point you should get together any planning permissions and compliance certificates for any work you have had done to the property since you have owned it. If your property is not registered with the Land Registry, you should send us the original deeds to the property too. If you're not sure, just ask us and we can check for you.
- w** If you're selling a flat or other leasehold property, now is a good time to request the 'sellers pack' from your Landlord and/or Management Company. They can sometimes take a little time to come through.
- w** We will draft the contracts and collate all the deeds and title documents to send to your buyer's solicitor.
- w** We will also request a redemption figure from your lender if there is a mortgage outstanding and send you the figure to check. We will have to pay off the outstanding amount on completion of the sale.
- w** It is likely that your buyer will want to ask some questions about the property once they've been through the paperwork and we may need your help in answering them. Your prompt assistance with this will help the transaction progress smoothly.
- w** Once we've answered all their queries we will send you the documents you need to sign. You should sign and return them and give us any suggested completion dates you have, depending on your buyers position and the rest of the chain, this is usually 1-2 weeks from now.
- w** Exchange of Contracts – This is done by telephone between both sets of solicitors. You are now legally bound to sell your home and the completion date cannot change.
- w** **Completion day. This is moving day!** Once we receive money from the buyer's solicitors we will redeem any mortgages and tell you that you can hand over the keys. Any equity in your property will be sent to you, or if you're also buying, it will be sent on to the next solicitor in the chain.

When selling your property, your buyer often has a lot more work to do, and so there can be times when it seems that nothing is happening. In actual fact, your buyer's solicitors are working away behind the scenes to get their side of the transaction ready.