



## A Guide to Selling your Property

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### Stage one:

1. Accept your buyers offer to purchase your property.
2. Inform your estate agent of your solicitors' details **and, in turn, they** will issue a Sales Memorandum detailing the agreed sale price and the parties of the transaction and their representatives.
3. We will send you our client care letter for you to sign and return together your I.D.
4. Introductory letters are sent by each Solicitor confirming they are instructed to act in the transaction.
5. You will be asked to complete a Property Information form, Fittings and Contents form and, if a leasehold sale, a Leasehold Information form. If you are selling a leasehold property, we will also need to liaise with your managing agent (and/or freeholder company) for their sales pack. There is usually a fee for issuing this, which will be your responsibility to pay either directly or we can arrange this on your behalf.

### Stage two:

6. A draft contract will be issued together with your completed forms, a copy of your Title document, together with the Title Plan and any 'referred documents' (held at the Land Registry) will be issued to the buyers' solicitor for their approval.
7. Your buyers' solicitor will order their searches and raise any necessary enquiries relating to the property; please be aware that some solicitors will not deal with any additional enquiries they might consider necessary until they have the results of their searches and/or their client has received a formal mortgage offer (where applicable).

8. We will request a provisional redemption statement from your lender and check this with you and, once contracts exchanged, a final statement will be obtained and copied to you so we can repay your existing mortgage on completion.

### Stage three:

9. Once the contract is approved by the buyers' solicitor and they have reported to their client on their purchase and received their mortgage offer (if necessary), we will usually then ask you to sign the sale contract (if not already dealt with) and we can then consider a date for exchange and enquire as to when all of the parties wish to complete. Once contracts have been exchanged, you are legally bound to complete on the agreed date and make sure you move out of the property, usually around lunchtime, but certainly no later than 2 pm to give possession to your buyer/s. Unless you have made personal arrangements with your buyer (which we would not recommend), you should take or ensure that your estate agents have a set of keys to the property to be handed over to the buyer once completion has been formalised.
10. After exchange of contracts, we will prepare a financial statement showing the monies to be received and paid out, and the balance due to you on completion. We will repay your existing mortgage and, subject to your approval, arrange payment of your estate agents commission account.
11. On completion, and once we have received the monies due, we will report this to you and the buyer's solicitor and inform the estate agent that they can release keys to the buyer.

**If you have any questions or would like to instruct us on your sale, please contact us on 01892 537311.**