

Your Guide to Selling

The Steps	right choice will...	You need to...
Instruct right choice	<ul style="list-style-type: none"> • Send you our estimate, terms of business and sale instruction forms • Obtain copy/original title deeds. 	<ul style="list-style-type: none"> • Promptly complete and return all instruction forms, paying the amount requested on account and meet any reasonable Identification requirements.
Prepare Contracts	<ul style="list-style-type: none"> • Issue a draft contract and supporting documentation to the buyers conveyancer. • Request approximate repayment figures for all mortgages or secured loans. 	<ul style="list-style-type: none"> • Be prepared for the buyers surveyor to require access to your property. • Investigate cost and availability of removals – BUT DO NOT BOOK THEM!
Reply to Additional Enquiries	<ul style="list-style-type: none"> • Contact you with any specific additional enquiries raised by the buyers conveyancer. 	<ul style="list-style-type: none"> • Respond promptly with any information required to enable us to reply to any additional enquiries raised.
Sign Contracts	<ul style="list-style-type: none"> • Ask you to sign the contract in readiness for exchange of contracts (when the matter becomes legally binding). • If we have received the final Transfer deed from the buyers conveyancer, you can also sign this. 	<ul style="list-style-type: none"> • Either return the signed contract (and Transfer deed) promptly or if you are local to us, you may prefer to call in to sign the same.
Ready to Exchange	<ul style="list-style-type: none"> • Inform the buyers conveyancer that you are ready to proceed to exchange of contracts, suggesting your preferred date for completion. 	<ul style="list-style-type: none"> • Tell your buyer and/or your estate agent also that you are ready to exchange contracts – and are keen to move!
Exchange Contracts	<ul style="list-style-type: none"> • Deal with exchange of contracts by telephone making the contract and the agreed completion date legally binding on you and your buyer. • Request final repayment figures for all mortgages or secured loans. • Receive your estate agents (if any) commission invoice for settlement at completion. • Prepare our final completion statement in readiness for completion. • Ask you to sign the final Transfer deed if you have not already done so. 	<ul style="list-style-type: none"> • Book your removals for the agreed completion date and inform all interested parties/authorities of the date of your change of address. • Start packing! • Ensure we hold your signed Transfer deed. • Where funds are due to you on completion, provide us with your bank account details so we can credit the same, hopefully on the day of completion. • Make arrangements with the estate agent/your buyer for the hand over of keys on the day of completion. • Ensure we know your new postal address.
Complete Sale	<ul style="list-style-type: none"> • Receive the monies due from the buyers conveyancer. • Inform you that completion has occurred. • Pay off any mortgages and any secured loans. • Pay your estate agents and keep our costs. • Credit you with the net sale proceeds due to you. • Send the signed Transfer deed and any other deeds held to the buyers conveyancer. 	<ul style="list-style-type: none"> • Take meter readings and notify utility authorities of the end of your liability. • Do not hand over any keys until we confirm to you that completion has taken place. • Then move out, leaving the property clean, tidy and free of all personal belongings and any rubbish.