

CONFIRM DETAILS ABOUT YOUR PROPERTY

We will ask you to fill in two forms – or three if you are selling a flat. You should complete a Property Information Form, giving details about your property's boundaries, any alterations you have made to the property etc. You will also need to fill in a Fixtures, Fittings and Contents form which will confirm exactly what is included in the sale. These forms should be returned to us.



DRAFT CONTRACTS ARE PREPARED

We will obtain the title deeds and will then draft a contract and send it to the buyer's conveyancer along with the Land Registry title documentation and completed Property Forms and supporting documents.



DEALING WITH REPLIES TO ENQUIRIES

The buyer's conveyancer will probably have some specific enquiries once they have gone through all the contract papers. We will pass these onto you and assist you with dealing with the replies.



SIGNING OF CONTRACTS

Both the buyer and seller must sign the contract and transfer deed before exchange. We will advise you when to do this.



AGREE DATES FOR MOVING

Conveyancers for both parties will agree a date for Completion (moving day). At this stage, it is an idea to obtain quotes from removal companies and provisionally book a date.



EXCHANGE OF CONTRACTS

When both parties are ready, there will be a telephone conversation between the solicitors, confirming the details of the transaction. They each agree to post their part of the contract to the other and make provision for payment of the deposit

(normally between 5-10% of the purchase price). This is known as EXCHANGE OF CONTRACTS. You are now legally bound to the sale and cannot withdraw without suffering a loss.



ADVISE PEOPLE OF YOUR CHANGE OF ADDRESS

Contact your utilities companies to advise them of your move and to arrange for the meters to be read. Also contact all other organisations you are in contact with to advise them of your new address. You may also want to contact Royal Mail to arrange a mail re-direction.



ORGANISE REMOVALS

You should now confirm your removal firm booking.



COMPLETION

The buyer's conveyancer pays the balance of the purchase price, electronically, to the seller's conveyancer. This is known as COMPLETION. Once the money is received by the seller's conveyancer, they will inform the estate agent that the keys to the property can be released. The buyer can now move in.