



SELLING YOUR HOME

The following notes set out briefly the legal aspects which we shall deal with and are intended as a reminder to you of some of the more practical matters which you should attend to.

1. We shall obtain the Title Deeds, prepare the Contract and send this to the Purchaser's solicitors for their approval. They will raise enquiries concerning the property, the transaction and any relevant local authority matters. We shall answer these with the assistance of the questionnaire you will have completed, but we may need to contact you for future information if questions are raised concerning matters not covered in the questionnaire.
2. When all is agreed (including a completion date) contracts will be exchanged by a telephone call between ourselves and the purchasers' solicitors. The Purchasers will immediately afterwards send to us a signed Contract and cheque for the deposit which we shall exchange with the Contract we shall be holding in readiness signed by you. Upon exchange of Contracts the transaction will be binding upon you.
3. The transfer document will be drafted and agreed and signed by all parties ready for completion.
4. The estate agents having been advised that contracts have been exchanged will submit their sale account.
5. We will ascertain from your Building Society, bank or other mortgagee the amounts required to pay off the mortgages.
6. Under no circumstances do we advise you to part with the keys of your property to the purchaser at this stage.
7. Completion should take place on the date agreed although there is never any guarantee that this will actually happen (but fortunately it does in most cases). On completion the Purchasers solicitors will send the purchase monies to us by bank transfer. On receipt of the monies we will authorise the estate agents to release the keys to the purchaser and we will send the Transfer and Title Deeds to the Purchaser's solicitors. We will pay off your outstanding mortgages, the estate agents account and our fees and expenses, and as soon as reasonably possible thereafter we shall send you the net balance of the proceeds of sale or (as appropriate) apply these to your purchase.
8. We would remind you that the completion date is the day on which you must leave the property you are selling. (This may seem obvious, but we have had cases where clients have planned to stay on after the sale!) You should plan to vacate by midday.
9. Costs - These will depend on the value of the transaction and the amount of work involved. We may well, beforehand, have agreed with you a fee which will be closely adhered to unless there are abortive transactions (which will be charged for as an extra) or unforeseen complications arise which will cause additional costs to be incurred.

GENERAL POINTS AND REMINDERS

RENT CHARGE OR GROUND-RENT - Please send us the latest demand or receipt so that a copy can be sent to the buyer and the original handed over on completion.

WATER RATES - please notify the water/sewerage companies of your completion date.

HOUSE AND CONTENTS INSURANCE - Remember to cancel/rearrange these policies and notify the company of your new address.

CAR INSURANCE - You will wish to notify the company of your new address.

GAS - Obtain a reading the day you move out and ask the company to send the account to you at your new address, and tell them the name of the purchaser.

ELECTRICITY - the same applies.

TELEPHONE - the same applies. Remember to apply for the telephone for your new address. You may be able to apply for the transfer of the same number.

POSSESSION - We repeat you are advised not to hand over the keys of the property until after we have notified you that it is in order to do so. Possession is normally given and taken when all the money is paid by the purchaser to us. If you are selling extras to a purchaser, collect the purchase money before completion.

TELEVISION / VIDEO - Advise any rental company of your move.

BANK - Tell them of your change of address and cancel any standing orders that require cancellation. Similarly, cancel your building society standing order at the appropriate time before your sale is completed.

CHANGE OF ADDRESS - The Post Office will supply free forms for this purpose. Remember to tell Doctor, Dentist, HP firms, Newsagents and Community Charge Registration Officer (Council Tax).

RUBBISH AND REFUSE - Your Local Corporation Cleansing Department will probably remove domestic rubbish free if you telephone them. You are obliged to clear the house of rubbish before completion of your sale.

ESTATE AGENTS - We shall automatically pay them from the proceeds of sale unless you instruct us to the contrary well beforehand.

EXTRAS - We suggest you meet with your purchaser and agree exactly what is included in the purchase price, eg wall lights, carpets, garden sheds etc, to avoid misunderstanding. If any items are to be purchased separately, agree a definite price and notify us so that we can enter the particulars in your contract and if you wish collect payment on completion.