



10 STEP GUIDE TO SELLING YOUR HOME

1. Prior to the marketing of your property with an agent, in the majority of cases a Home Information Pack (HIP) will need to be prepared. The HIP contains a number of pieces of information. These include copies of the Title Deeds and a plan of the property together with a Local Authority Search and a Water and Drainage Search together with a Sale Statement and Energy Performance Certificate (EPC). We are able to prepare a HIP for you which we will forward on to your chosen Estate Agent in a number of formats so that it is easily accessible to potential Buyer's and their solicitor's.
2. Once a sale has been agreed we will receive a Memorandum of Sale from the Estate Agents and make initial contact with the Buyer's solicitor.
3. On your instructions we will obtain the Deeds to your property. If you have a mortgage we will request these from your Bank or Building Society and obtain a redemption statement for information purposes. You will then need to complete a number of forms including, a Seller's Property Information Form and a Fittings & Contents Form giving details about your property and the items that are to be included in the sale.
4. We will need to send the Purchaser's solicitor the completed forms together with a copy of the HIP and the draft contract for their approval. We will also need any paperwork or guarantees you may have for any work carried out at the property. The Seller's Property Information and Fittings & Contents forms are given to the Buyer and later will become part of the contract and therefore these must be completed accurately.
5. Once the Buyer's solicitors have had the opportunity to examine the HIP and ancillary papers and obtain any required searches, they will contact us with any queries they may wish to raise regarding the property. The Buyer's solicitors should now return the agreed contract and a draft Transfer Deed for our approval.
6. Once the Buyer's solicitors are satisfied with our responses to their queries we ask you to sign the agreed contract. We approve the Transfer Deed, obtain a mortgage redemption figure and agree a completion date, we will then prepare the completion statement.

7. **EXCHANGE OF CONTRACTS** – the Buyer’s solicitor should be in possession of the deposit monies for the purchase. Unless other arrangements have been agreed with the Buyer you can cancel your Building and Contents Insurance for the property from the date of exchange, as risk passes to the Buyer on exchange ordinarily.
8. The Buyer’s need to obtain further searches before completion. They will send us an engrossed copy of the Transfer Deed for your signature. We should now be ready to compete.
9. Keys to the property must be available at the time of completion which usually takes place around midday. Make sure all utility meters are read before vacating the property.
10. On **COMPLETION** we receive the outstanding funds from the Buyer’s solicitors and then completion has legally taken place. We then send the signed Transfer and Deeds to them. We will pay off any mortgage on your property and pay any Estate Agents commission and our fees.

If you are also buying a house the two transactions will usually have to be synchronised.

THE ABOVE IS A GUIDE ONLY AND IF YOU HAVE ANY FURTHER QUESTIONS THEN PLEASE TELEPHONE DEREK ROWNTREE ON 01747 852377 OR E-MAIL HIM AT d.rowntree@rutterslaw.co.uk