



# 10 steps to selling your home

On average a conveyancing transaction will take approximately 6 to 8 weeks to reach exchange of contracts (Step 8) and 1 to 2 weeks after that for completion (Step 10). Your particular transaction may be quicker or considerably longer depending on the length of the chain and complexity of the matter.

## Step 1

Tell us you want us to act for you and either send us the deeds or authorise us to get them. It is best to do this as soon as you decide to sell so that we can get the paperwork ready.

## Step 2

We send you a letter called a letter of engagement which confirms your instructions and sets out our terms of business. This letter will also help you to budget, by setting out some usual costs and expenditure you can expect. We include other documents for your information such as a privacy notice and leaflets about ID documentation and property fraud warning. We will ask you to fill in some forms (the Property Information Forms) which your buyers' solicitor will need and we can assist with these over the phone if necessary. We will carry out ID checks with you to help prevent property and ID fraud. We will need you to provide satisfactory up to date ID before we can proceed to act.

## Step 3

You (complete and) sign the forms we send you. Don't worry if you don't know all the answers - we can help you with that.

## Step 4

We prepare the contract package that will include the agreement for sale, copies of your deeds, the information you have given us (the Property Information Forms and ancillary documents) and information which we get from your landlord (if your property is leasehold). We send it to the buyers' solicitor to check.

## Step 5

Your buyers' solicitor will look through the paperwork and ask us some questions (enquiries). We may need your help with those. They will also carry out searches on your property and the buyers will organise their mortgage lending (if required).

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## Step 6

We will send you the agreement for sale (contract) to sign and return as soon as possible, otherwise your sale cannot proceed. There is no set “exchange date”. This will happen when all parties in the chain have completed their searches and enquiries and everyone has their funding in place.

## Step 7

We keep in touch with you about how things are going for everyone in the chain to help you plan your move. Everyone liaises to agree a completion date. Whilst it is good to have an idea of when you would like to move in mind, until the whole chain is ready to exchange there is no certainty that any set date can be met. A degree of flexibility will be required by all parties in the chain and as all parties approach being ready to exchange contracts some suggested dates for completion can be discussed. The selling agents will help liaise with all parties in the chain to reach a mutually agreeable date. All parties will need to agree to complete on the same day.

## Step 8

We exchange contracts which means that everyone is committed to moving on the day which has been agreed. There is no backing out now without financial ramifications.

## Step 9

We prepare statements of account for you and arrange to pay the selling agent on completion.

## Step 10

We complete the sale, pay the selling agents and redeem your mortgage out of the sale proceeds and send you any money which is due to you. We will authorise the agents to give the keys to the buyers. Completion usually takes place around lunchtime and you should aim to be out of the property with all your belongings by that time. You will be expected to clear the entire property including the loft, garage and outhouses of all belongings and rubbish, save for those items you have specifically agreed with the buyers to leave.



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