



STEP BY STEP GUIDE TO **SELLING** YOUR PROPERTY

1 After you have put the property on the market, you will need to formally instruct us to act on your behalf. We will send to you a client care pack containing forms that you will need to complete in relation to the property. The estate agents will issue a Memorandum of Sale confirming the purchase price, the buyer's and their solicitors' details.

2 You will need to return the client care pack to us together with any deeds/documents relating to the property. You will need to provide identification documents and we will carry out electronic identification checks.

3 Once we have received the client care pack from you, we will prepare the contract pack and forward this onto the buyer's solicitors. Please note that, if the buyers are having a mortgage, you will be contacted by the estate agents so that the surveyor can value the property.

4 We will write to your Lender (if you have an outstanding mortgage) to determine how much is outstanding on your mortgage.

5 The buyers' solicitors will review the contract pack, will instigate searches (usually Drainage, Coal Mining, Environment and Local) and, once in receipt of the searches, will raise enquiries regarding the property.

6 We will take your instructions in relation to these enquiries and will reply back to the buyer's solicitors. Please bear in mind that any adverse search results and any potential issues with the legal title may have to be reported to the buyer's lender to establish whether they can proceed.

7 Once the buyer's solicitors are satisfied with the replies to enquiries, they have had their search results and the results of the survey, they will be in a position to proceed. It is important to note that, whilst your buyer's may be ready, it does depend on the remainder of the chain and what stage they are at in their transaction.

8 We will obtain your signature to the contract and the Transfer Deed in readiness for an exchange of contracts.

9 Once a date has been agreed for completion, we will seek your authority to exchange contracts. Please note that the rest of the chain will also need to be ready and your buyer will usually have a 10% deposit available in order to exchange.

10 Once we have been able to effect exchange of contracts, the parties become legally bound by the contract and must complete on the completion date stipulated in the contract.

11 We will prepare a completion statement and your bill and send this to you for approval.

12 On the day of completion, as soon as we receive the funds from your buyer, this is treated as legal completion and you will be required to move out of the property, in any event by the time stipulated in the contract of 2p.m. Once you get a telephone call from us, you will need to arrange to drop the keys off at the estate agents. We will arrange to redeem your mortgage and pay the estate agents fees and we will send the balance of the sale proceeds to you.

For leasehold properties there are a few more stages as follows:-

- Obtain the Management Pack from the managing agents. There may be two packs if ground rent and service charges are collected by different agents. Managing Agents will normally charge a fee for providing such packs.
- Agree a retention.
- Apportion the ground rent and service charges after exchange of contracts.
- Prepare the share transfer form if applicable.
- Deal with the retention which may be several months after completion.

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