








SELLING A HOME PROCESS

Marketing to Sale Agreed

What you need to do





-  **Be clear on offers**
Be clear about the price offers you will accept.
-  **Available for viewings**
Make yourself available for viewings.
-  **EPC Certificate**
Let us know if you need us to arrange an Energy Performance Certificate.
-  **Accepting an offer**
When you have accepted an offer on your property, advise both your estate agent and us.
-  **Agree price**
Agree price for any furniture or fixtures direct with buyers.

What we do for you








-  **Provide a quotation**
Provide fixed fee quotation for our work and the Terms & Conditions for what we do.
-  **Available for questions**
Be available to answer your questions.

Obtaining an 'Exchange of Contracts'

What you need to do




-  **Respond quickly**
Respond quickly and accurately to any questions we may ask you.
-  **Book removals**
Provisionally book removal company.
-  **Contract & deed**
Sign and return contract and transfer deed to us.
-  **Confirmation**
You are now legally bound to sell and move; confirm moving date with removal company.

What we do for you






-  **Draft contract**
Prepare a draft contract for the buyer's solicitors to approve.
-  **Answer any questions**
Answer any questions the buyer's solicitors may have.
-  **Negotiate moving date**
Negotiate the moving/completion date.
-  **Receive deposit**
Receive the buyer's deposit monies.
-  **Settlement sum**
Obtain a settlement sum ('the redemption figure') from your mortgage lender (if any).
-  **Approve the transfer deed**
Approve the transfer deed and send it to you for signature.
-  **Exchange Contracts**
Formally 'Exchange Contracts' with buyer's solicitors.

Completion & moving

What you need to do

-  **Key hand over**
Advise us of key hand over arrangements.
-  **Begin packaging**
Begin packing!
-  **Cleared property**
Make sure you have cleared the property by the agreed hand over time.

What we do for you

-  **Key hand over**
Advise buyer's solicitors of arrangements for handing over keys to property.
-  **Receive balance**
Receive balance of purchase monies from buyer's solicitors.
-  **Pay off balance**
Pay off balance of the mortgage.
-  **Send deeds**
Send deeds to buyer's solicitors.
-  **Send balance**
Send balance of sale monies to you.

You've sold your house!