

What's **next** for you in the **Selling Process?**



1. Instruct a solicitor to act on your behalf. Provide ID, complete the necessary forms and provide evidence of title to show legal ownership of property, rights, restrictions and third party interests. Remember to share all relevant information including details about the agent and your lender (if in a chain).
2. Complete the information forms sent to you by your solicitor including the Fixtures and Fitting Form which will inform the buyer of the contents of the property. Provide any planning permissions, building restrictions and guarantees.
3. If your property has a management company provide details to your solicitor and contact them with a payment to obtain the Management Pack.
4. Once prepared, the contract pack will be sent to the buyer's side solicitor, which includes a draft transfer and replies to Requisition on Title: a questionnaire relating to the sale of the property that will ensure that key information is obtained prior to completion.
5. Your solicitor will apply for the title deed and a mortgage redemption figure from your current lender.
6. Your solicitor will send you the contract to sign in readiness for an exchange of contracts.
7. Your solicitor will receive additional enquiries from the buyer's solicitor and send any relevant replies with your instructions.
8. Send back the signed contract and transfer in readiness for exchange of contracts
9. Your solicitor will send the Transfer Deed to the buyer's solicitor.
10. The buyer's solicitor will confirm all the enquiries are satisfied.
11. All call will be made to both buyer and seller to confirm once again that an exchange can take place. This is also when the completion date, when everyone will move, now forms part of the contract. **No change to the agreement or withdrawal is now possible without financial penalty.**
12. A financial statement will be prepared by your solicitor, this will include the final settlement figure from your lender for any mortgage held against the property.
13. Once the sale money has been received you will legally have completed. The remaining paperwork will be sent to the buyer's solicitor. You will be expected to vacate the property.
14. Your solicitor will call us to confirm completion and request that keys are released to the new owner.
15. Your solicitor will arrange for payment of your old mortgage, our fees and pay the remaining balance for you.

All of the above requires your active input, we strongly recommend keeping regular contact with your solicitor, lender and negotiator handling the sale