

OUR 10 POINT GUIDE TO SELLING YOUR HOME

All these steps will be taken in good time for you to move into your new home

- 1.** On your instructions we will obtain the official copies of registered entries from the Land Registry. If the land is unregistered we will obtain the deeds either from yourselves or, if you have a mortgage, from the lender.
- 2.** You will then need to complete a Seller's Property Information form and a Fixtures and Fittings form giving details about your property and the items that are to be included in the sale.
- 3.** We will draft the contract and send it through to the Buyer's solicitors for their approval.
- 4.** The Seller's Property Information and Fixtures and Fittings forms are also given to the Buyer and later will become part of the contract and therefore these must be completed accurately.
- 5.** We then need to answer any queries that the Buyer and their Solicitors have about the property. The Buyer's solicitors should now return the agreed contract.
- 6.** We approve the draft contract with you and arrange for you to sign the contract. We approve the mortgage redemption figure and agree a completion date.
- 7. EXCHANGE OF CONTRACTS** - The contracts signed by each party are then forwarded to the other. The contract is now legally binding on both parties. The Buyer pays deposit monies to us.
- 8.** The Buyers then need to obtain further searches before completion. They will also send to us a draft transfer for agreement. Once approved this will also need to be signed by you. We should now be ready to complete.
- 9.** Keys to the property must be available at the time of completion. Make sure all utility meters are read before the premises are vacated.
- 10.** At **COMPLETION** we receive the outstanding funds from the Buyer's solicitors and send the signed transfer and deeds to them. We will pay off any mortgage on your property.

THE ABOVE IS A GUIDE ONLY AND IF YOU HAVE ANY FURTHER QUESTIONS THEN PLEASE CONTACT US:

Ask for Julie Shadwell or Alex Smith on:
Tel: (01623) 468 468 or 0115 910 5555
Fax: (01623) 466 200
Email: jshadwell@hopkins-solicitors.co.uk
Email: asmith@hopkins-solicitors.co.uk