



Selling Your Home

Once you have accepted an offer we will receive instructions from the Estate Agent.

We will send out our client care letters and some forms for you to complete, these forms are necessary for us to ensure we have the correct details for you, and the property you're selling. You will need to complete a Property Information and Fixtures and Fittings Form, which provide details of any matters affecting the property you are selling.

You complete and return your paperwork to us, together with any specific requirements you might have.

We will then send contracts, a copy of the title to the property, your completed forms, and any other relevant documents, to the buyer's solicitors.

We will respond to any enquiries raised by the buyer's solicitors.

If you have a mortgage, we will request a redemption figure from your lender, we will be required to repay your mortgage upon completion.

Once all enquiries have been resolved, we can agree a date for exchange of contracts and completion. You will need to think about removals at this point.

Exchange of Contracts – this usually occurs by telephone, the solicitors acting for the buyer and seller will confirm the details of the contract, and a 10% deposit is paid. Once contracts have been exchanged you are legally bound to complete your sale, on the agreed date. If, for any reason you are unable to complete, you will incur financial penalties.

Completion – on the day of completion we will receive funds directly from the buyer's solicitors. Once funds have been received, we will then confirm with you, and the estate agents, that completion has taken place, and the Estate Agents will release keys.

Once completion has taken place will redeem your mortgage, and send your title deeds any supporting documents to the buyer's solicitors. We will then pay the balance of the sale proceeds directly to you.