



SELLER'S GUIDE **WHAT YOU NEED TO DO**

This is a short guide to outline what you and we have to do. It is designed not as a detailed statement of the law, but just to show the steps involved and we hope you will find it helpful.

If you are buying and selling at the same time, you also need to follow the steps in our Buyers' Guide and make sure that you synchronise the steps that you take at each stage so that both matters progress as smoothly as possible.

Once you have decided that you want to sell

- Tell us that you are selling and let us know where your deeds are. If you have a mortgage, they could still be with your lender. If there are any specific problems affecting the property tell us so that we can rectify them at an early stage.
- Decide what is included in the price (carpets, curtains, garden shed, etc).
- Contact one or more Estate Agents to value your property and ensure that you tell them about anything which may affect the price that may not be obvious (e.g. such as a restriction on building in the garden).
- Do you want more than one agent to offer the property for sale? This may depend on the location of the property, the size of the town you live in and how well property is selling in the area. If more than one agent is instructed, please be aware that the commission you pay may be increased. Discuss this point with the agents to ensure that you are not paying more than you have to.
- Ask your chosen Estate Agent(s) to put the property on the market; check the sale particulars thoroughly to make sure they are accurate and complete.
- Give the Estate Agent(s) our name and address.
- Check with your lender to make sure you know how much you need to repay. Are there any second mortgages? These will have to be paid off as well. We will need full details.
- If you wish to buy another property decide if you want to look for one at this stage, or leave it until you have found a Buyer for your own. Also consider if you want to move immediately from one into the other. If not, where will you live and store your furniture in the meantime?
- If you are buying and selling it can be frustrating trying to agree timescales with all the parties in the chain, so be prepared for delays. Chains of property-Buyers always move at a slow pace.

- Complete and return the forms we will send you with details about the property and the fixtures and fittings in it.
- When you have a Buyer and the price is agreed let us know, so that we can send off the contract.
- When we send you the contract, sign and return it to us. If you have a related purchase make sure that we have any extra deposit needed for the new property.
- Discuss the completion date with us and your Buyer, remembering to check with your remover that they will be available on that date.

Once we have confirmed Exchange of Contracts

- Confirm the removal van and arrange final accounts for gas, electricity, phone, water rates, council tax, etc.
- Sign and return the transfer document that we will send you.
- Discuss with the Buyer where you will leave the keys on moving day.
- Arrange to transfer the telephone service (and number).
- Arrange for the Post Office to forward post to your new address from the proposed Completion date, and let everyone know where you are now living.

On the Completion Day

- You move out - arrange a time with the Buyer because he has to move in on the same day. Remember to lock up and leave the keys at the agreed place. Do be aware that you will be contractually obliged to vacate the property by early afternoon
- Remember to cancel all your standing orders and direct debits for gas, electricity, phone, mortgage and council tax for the OLD property.
- Cancel your property insurance if it was not arranged through your mortgage lender.



SELLERS' GUIDE **WHAT WE DO FOR YOU**

Before Exchange of Contracts

- Provide you with an Estimate of costs
- Obtain your deeds.
- Ask you to complete various forms giving details about the property and any fixtures and fittings being sold to your Buyer.
- Check the sale details with you when you have a Buyer.
- Obtain details from the Estate Agent of the Buyer and their Solicitors.
- Prepare the draft contract and supporting documentation.
- Send the contract and supporting documentation to the Buyers' Solicitors.
- Reply to enquiries from the Buyers' Solicitors about the property.
- Go through all the details with you.
- Ask you to sign the contract and arrange the Completion Date.
- If there is also a new purchase make sure that the two matters are running together.

At Exchange of Contracts

- When all the previous steps are completed the two contracts (one signed by you and one signed by the Buyer) are formally exchanged. This makes the contract binding on both of you. You do not need to attend our offices to exchange, this is done between Solicitors.
- Receive the deposit from the Buyers' Solicitors.
- Notify you and the Estate Agents of exchange of contracts, and the agreed Completion Date.
- Request a final statement from your lender of the exact amount outstanding on your mortgage.

After Exchange of Contracts

- Approve the transfer document and return it to the Buyers' Solicitor.

- Receive the approved transfer signed by the Buyer and send to you for signing and return.
- Prepare a Completion Statement showing details of the mortgage repayment, Estate Agent fees, our fees, VAT, Land Registry fees, bank charges, search fees and other expenses, and confirming any balance due to you.
- Obtain details from you as to where you want us to send the net sale proceeds (NB we can arrange completely independent investment advice if you need it).

On Completion

- Receive the purchase money from the Buyers' Solicitor.
- Pay off your mortgage and prepare the mortgage receipt.
- Send the title deeds to the Buyers' Solicitor.
- Send the balance of the sale price to you, unless it is needed for your related purchase.

After Completion

- Obtain the mortgage receipt and send to Buyers' Solicitor.
- Arrange re-assignment of any endowment life policies.
- Return endowment policies if not being used on another purchase.
- Pay the Estate Agent's fees.
- Pay any balance of the sale monies to you.

If you have any problem, concern or query, please contact us.

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