



Selling Your Home

We receive the notification of sale from your Estate Agents

We will write to you, asking for the following:

- Signed Client Care Form and Case Plan
- Identification Documentation
- Money on Account
- Completed set of forms providing information on the property (we will provide the necessary forms for you to fill in)
- Any title deeds, guarantees, planning consents etc relating to the property
- Details of your existing lender so that we may obtain the redemption figure to be paid on completion

On receipt of the above we will:

- Send a draft contract to the Buyer's solicitors
- Send the completed set of information forms to the Buyer's solicitors

The Buyer's solicitor will:

- Arrange for searches to be carried out on the property
- On receiving the results from the searches, will raise any further enquiries they have

We will:

- Answer these enquiries, liaising with you as necessary

The Buyer's solicitor will report to their client, who will make a decision on whether they wish to proceed to exchange

Exchange

A date for exchange will be fixed and contracts will be exchanged. At this stage the Buyer will pay the deposit.

A date for completion will be set and both parties are contractually obliged to complete the transaction on the agreed date.

Completion

The Buyer will pay the balance of the purchase price.

We will redeem your mortgage and settle the Estate Agents' account.

The sale proceeds will be transferred to your account (less our fee and third party costs) or to your purchase file if necessary.

We will send all deeds, guarantees and certificates relating to the property to the Buyer's solicitor.

