

What to do when you receive your Client Care Pack - sale

Thank you for choosing PM Property Lawyers to do your conveyancing. We're keen to get started with your sale and no doubt you are too so here's what to do to get the whole process moving.

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There's a lot of information in your client care pack and we do recommend you read it thoroughly. But at this stage, there are just a few things we need from you so we can start working on your file.

First, we need **two forms of ID for each person selling the property**. Find the document called Checking Your Identity to see what we can accept.

You'll need to send one document from the proof of name list and one from the proof of address list. You can use your driving licence for either list, but not both.

You can send us the originals of your ID using recorded or signed for post, but we recommend instead getting a verified or certified copy so there's no risk of important documents getting lost. A professional person who is regulated by the Financial Conduct Authority can provide a certified copy and some branches of the Post Office also offer this service.

Please complete the **seller questionnaire** in full.

It asks for a lot of information, but it's all relevant. The more details we have, the less we'll need to ask you at a later stage when it could slow down your sale.

And there are other forms to complete too – there's a lot of paperwork unfortunately!

If you are selling a **leasehold property** please give details of the landlord and any managing company on the **leasehold form**.

Please also complete the **disclosable interests form**, the **property information form** and the **fittings and contents form**.

If you have any of the **additional documents** outlined at the end of the property information form, please send these to us. Again, the more information we have from you from at this early stage, the more smoothly your sale will progress.

And finally, before we can start work, we need an **initial deposit of £25**. The easiest way to pay this is to phone us on 0114 249 6926 and make a payment over the phone.

If you have any questions about anything in your client care pack, please give us a call and we'll be happy to explain it.