



PM PROPERTY LAWYERS

A quick guide to

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If you haven't done it before – or even if you have – the process of selling a property can be baffling and frustrating.

It may seem as if it's taking a long time, but that's because we take your sale very seriously. Without doing the proper checks and investigations at the start, big problems can loom further down the line; and the earlier they're discovered the easier it is to resolve them.

So here's a quick guide to what we do to make sure it all goes right.

1. **Once someone makes an offer** on your home and you accept it, you'll need to provide certain information so we can pass it to your buyer and their solicitors.

For example, we will ask you for:

- Details of your mortgage, if you have one, and your mortgage provider and account number.
- Details of any planning permissions, building regulations, landlord and other approvals as well as copies of any guarantees such as damp proof course, woodworm treatment, cavity wall insulation and window/door replacement, including any certification.
- The title deeds to your property or, if you don't have them, the location where they are kept.

We'll also ask you for an initial £25 deposit – we need to have this small deposit so we can start work on your sale.

2. **We'll send you a Client Care Pack** with a Seller's Questionnaire to make sure we have all the information and documentation we need. You'll need to send us:

- **Proof of identity** – strict rules around money laundering mean that we need to have proof of your identity right at the start. Until we have this, we can't start to process your sale. After all, if someone was trying to impersonate you, you wouldn't want them to get away with it would you? You'll need to post the original certified copy of your ID back to us as we can't accept it by email.
- **Seller questionnaire** – so we have all the essential details of you, your property, your mortgage and other relevant information. Once we have this, we won't need to keep asking you! You can email this back to us as long as it



has your signature on.

- **Disclosable interest form** – so that any rights or leases that may affect the property are disclosed. For example, if there are any informal rights of way across the land or rights to use pipes, wires or cables.
- **Utilities details** – it's really helpful for your buyer if they know who is providing gas, electricity etc. to the property.
- **Law Society forms** – these forms ask for detailed information so it's crystal clear what's included in the sale. You'll need to complete form TA6 (Property Information), TA10 (Fittings and Contents) and TA7 (Leasehold Information – if applicable).

The sooner you can provide everything the speedier the process will be.

3. **When we have all the relevant information**, we'll draw up a draft contract and send it to your buyer's solicitors. We will also send you a duplicate contract to sign and return.
4. **Once your buyer's solicitors have received our draft contract**, they will request searches to be made to make sure there are no external factors that could affect the property. It's not unusual for there to be quiet period while they look over the contract. They will then send through any enquiries on behalf of the buyer. These can be about anything from the terms of the lease, any restrictions on use of land, queries about the legal title or rights the property benefits from. Where appropriate, we will pass these questions on to you to answer.
5. **In most cases**, your buyer will arrange for a survey to be done on your property to check its condition. If this shows up anything significant, you may need to negotiate over how it will be fixed.
6. **Your buyer's solicitors will liaise with us** about dates for exchange of contracts and completion. When we're happy that everything is in place on your side and they're happy that everything is in place on their side, we'll exchange contracts. This means that you are now in a legally binding contract to sell your property and the buyer is in a legally binding contract to buy it. A final completion date will be entered into the contract and this cannot be changed unless all parties agree.
7. **When there's a chain**, we will try to exchange contracts before the completion date. If there's no chain, exchange and completion may take place on the same



day but this isn't usually the best option. If this happens, you will have to make sure the property is empty before the completion date.

8. **Your buyer will pay their deposit** immediately before contracts have been exchanged.

9. **Completion means that you have legally sold the property.** On completion day, your buyer will send us the balance of the purchase price and we'll send this on to you by electronic transfer or use for your ongoing purchase if you have one. We will send the legal documents that prove ownership to your buyer's solicitors. You hand over your keys and, unless you have already left, move out of the property and on to pastures new!

Generally, a freehold sale takes 10 - 12 weeks to complete from when the buyer's solicitor receives the contract pack and a leasehold sale takes 12 - 14 weeks. Some sales aren't as straightforward as others and when something out of the ordinary turns up it can take longer to clarify matters. We know how frustrating it is when there's a delay and we try hard to keep these to a minimum. If it seems that there's nothing happening, just get in touch and we'll gladly explain what's going on.

