



A GUIDE TO SELLING

1. Ideally, you should contact us first, prior to putting your house on the market. This will save you a great deal of time when you do find a buyer.

At this initial stage we will:

- Supply you with a written estimate of costs and disbursements
 - Write to your current Lenders to obtain your title deeds;
2. Preparation of the Home Information Pack (HIPs) (see our leaflet regarding this).
 3. The seller has to complete Property Information Forms and Fixtures and Fittings form. These forms will then be sent to the buyer's solicitors as part of the draft Contract package.

The Property Information Form sets out a number of questions relating to the property including:

- Who owns the boundaries
- Are there any disputes
- Do you hold any guarantees
- What services are there at the property i.e. gas/elec/tel/cable etc
- Who is currently occupying the property

The Fixtures and Fittings form sets out a number of questions relating to what you will be taking from and leaving at the property when you vacate. For example:

- Light fittings
- Burglar Alarms
- Carpets and floor furnishings
- Kitchen fittings
- Bathroom fittings
- Plans and Shrubs

4. Preparation of the Contract.

Once we have received the title deeds from your lender and a buyer is found, the Contract will be prepared. This sets out the main terms of the Contract including:

- Sellers and Buyers full names
- Description of the property
- Agreed price
- Cost of fixtures and fittings, if any

This, together with the Property Information Forms and Fixtures and Fittings form and any other documents relating to the transaction will then be sent to the buyer's solicitor. They will review the papers and, if necessary, raise any enquiries on the information provided. Once we have answered all enquiries and the buyer's solicitors are satisfied we will send the Contract to you for you to sign and then start the process of exchanging Contracts.

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5. Exchange of Contracts

Once the buyer and the seller are ready to proceed a completion date and deposit are agreed. Contracts can then be exchanged. We will send the Contract you have signed to the buyer's solicitor and the buyer's solicitor will send their clients signed Contract together with the deposit to us.

Once Contracts are exchanged it is binding and neither party can withdraw without severe penalties.

6. Prior to completion day

We will write to your lenders to advise them that Contracts have been exchanged and we will request a redemption statement (total balance of amount owed to them). In addition we will write to your estate agents requesting their invoice.

Once we have this information we will prepare this firms account of costs and will set out all the money being paid out and received in on the completion day so that you will see what money will be returned to you, if any, once completion takes place.

7. Completion day

The balance of the sale price is paid to us as your solicitor and we in turn send the title deeds to the buyers solicitors. We then redeem the mortgage held over the property, settle the estate agents fees together with our own costs and the balance is sent to you (unless it is being used to buy another property) (please see our guide to buying)

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