

Please find below our seller's checklist/guide with approximate timescales on what you should be doing after agreeing a sale on your property.

Day	To do...	
1	<p><b>Instruct your solicitor to proceed</b></p> <p>You should have already received a recommendation from us on a reputable solicitor or have your own in place. Ideally this should be done prior to selling so that they are ready to issue a contract package as soon as the sale is agreed. You will need to provide the following:</p> <ol style="list-style-type: none"> <li>I. Signed authority from you to act</li> <li>II. ID confirming your address and identity</li> <li>III. Details of any outstanding borrowing on the property</li> </ol>	<input type="checkbox"/>
3-7	<p><b>Fill in the Property Information Questionnaire &amp; Fixtures and Fittings Form</b></p> <p>Your solicitor will provide you with this form and other relevant information relating to your sale. This should be filled in as completely as possible and returned to your solicitor at the earliest opportunity. At this point if you are selling a leasehold property you will need to provide the details of the managing agents or freeholder and pay any admin fee that is charged for them to provide information.</p> <p>This would be a good time to start thinking about a suitable move date and relay this to your solicitor and us as your agent so we can discuss and agree with your buyer.</p>	<input type="checkbox"/>
11-15	<p><b>Prepare for Survey/Mortgage Valuation</b></p> <p>Your buyer will more than likely have commissioned a private survey or mortgage valuation on your property, please ensure access is easy for us to arrange either by way of providing a key or being available at the property when the surveyor wishes to attend. Any relevant paperwork you have copies of relating to extensions or planning should be made available to the surveyor at the time.</p>	<input type="checkbox"/>
15-40	<p><b>Answer any additional enquiries</b></p> <p>After your solicitor has sent over the contract papers to your buyers solicitor, there are normally additional queries that the buyers solicitor will raise, these will be passed on to you to answer if your solicitor is not aware of the answers, again these need to be returned to your solicitor at the earliest opportunity.</p>	<input type="checkbox"/>
28-40	<p><b>Ready to sign contract</b></p> <p>At this point subject to your buyers solicitor being happy with contract papers and searches and being in receipt of a mortgage offer (if required) for your buyers, you should be contacting your solicitor and booking an appointment to sign your contract.</p>	<input type="checkbox"/>