

# Selling your house...

## The Process

### 1. Start

We send out a pack of information about the property you are selling.

The pack contains:

- Home Information Pack (where applicable)
- Property Information Form
- Fixtures and Fittings Form
- Contract

We will act as quickly as possible but please note it may take some time for the Buyer's Solicitor to collect all the information they require and act on it.

### 2. The role of the Buyer's Solicitor

The Buyer's Solicitor will check the documents we send and may request further searches such as a Mining and Environmental. They may also raise additional enquiries about your property.

### 3. Towards Exchange of Contracts

Once the Buyer's Solicitor is happy with all the information they have, they will be ready to Exchange Contracts.

You can now sign the Contract, although this will not be legally binding until you have completed Step 4 – Exchange of Contracts.

We exchange Contracts when you and the Buyer have agreed a moving date which is referred to as the Completion Date.

### 4. Exchange of Contracts

This simply means that we agree with the Buyer's Solicitor that the Contract is now binding. We receive the Contract signed by the Buyer and the Buyer's Solicitor receives the Contract signed by you. Once the Exchange has taken place, both the Buyer and you are

bound by the terms of the Contract and the deposit (if applicable) is non-refundable. Should they then pull out, they will forfeit the deposit and may be sued for the balance of the deposit (if less than 10% has been paid) and any other losses you may have.

The Buyer has similar compensation rights should you pull out.

### 5. Completion

On the day of Completion the remainder of the money will be transferred by the Buyer's Solicitor.

In return we send them the Title Deeds. You will need to organise delivering your keys to the Estate Agent (if applicable) or Buyer direct.

### 6. After Completion

We will have paid off your mortgage on completion (if you have one) and we will transfer to you the net proceeds of the sale.