

A GUIDE TO SELLING YOUR HOME



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SELLING YOUR HOME

We have prepared this guide to explain the conveyancing procedure and what happens at any particular stage. No two transactions are ever entirely the same but they all follow a similar format and we hope that this will help you understand what we will do and what you need to do.



SMITH LAW PARTNERSHIP WILL:	WHILST YOU NEED TO:
<p>Prepare a Home Information Pack (if necessary) ▼</p> <p>Obtain your title deeds and details of the amount to repay your mortgage (if appropriate) ▼</p> <p>Prepare and send out the contract papers to your Buyers Solicitors ▼</p> <p>Deal with any additional enquiries ▼</p> <p>Send the agreed contract to you for signature ▼</p> <p>Agree completion date with all parties</p>	<p>Instruct an agent and find a buyer! ▼</p> <p>Complete property information forms and fixtures and fittings list and return to us together with details of any mortgages on your property ▼</p> <p>Assist with replying to any enquiries as necessary ▼</p> <p>Obtain removal quotations ▼</p> <p>Sign and return contract</p>
EXCHANGE OF CONTRACT	
<p>Contracts exchanged and deposit handed over ▼</p> <p>Request final details of amount to repay mortgage and estate agents ▼</p> <p>Prepare a financial statement ▼</p> <p>Approve final transfer document and send to you for signing</p>	<p>Buildings insurance on risk ▼</p> <p>Confirm removal company booking ▼</p> <p>Sign and return transfer to us before completion</p>

COMPLETION

**Receive monies from Buyers
Solicitors**



Pay outstanding mortgage



Pay estate agent



Send balance of funds to you
or put towards purchase
property



Send title deeds to Buyers
Solicitors

**Read meters and hand keys
To agents**



MOVE OUT

