



# Guide to Selling a Property

## Your conveyancer will ...

Accept your formal instructions and write to you requesting your ID  
Send you the contract forms for completion

Retrieve your title deeds and apply (if applicable) for a mortgage redemption statement

Issue the contract package to the buyer's conveyancer for approval

Receive enquiries from the buyer's conveyancer, retrieve the information requested and send any relevant enquiries to the seller for their response

Send Contract to the seller for signature

Negotiate exchange and completion dates with the chain

Exchange

Request final mortgage redemption statement  
Send transfer to seller for signature

Prepare a completion statement

Complete  
Pay off outstanding mortgage  
Pay Agent  
Send balance of monies to client  
Pass deeds, etc. to buyer's solicitors

## You will ...

Provide appropriate ID and completed forms together with any other papers referred to in the forms

Arrange for a key to be left with the Estate Agents in order that the buyer's surveyor can gain access

Investigate removal firms  
Investigate alternative accommodation if required

Reply to enquiries raised of you  
Sign Contract and return this to the conveyancer

Firm up removal arrangements  
Firm up alternative accommodation requirements  
Pack

Notify utilities/council, Banks, DVLA, etc. of your change of address and date from which this applies

Return Transfer Deed in time for completion to take place  
Advise conveyancer of forwarding address on completion

Take final meter readings  
Move out  
Take keys to Estate Agents once property has been vacated