



# SELL YOUR PROPERTY IN 10 STEPS

1

## Offer accepted

Instruct your Solicitor to carry out the legal work on the sale of your property. This is also known as conveyancing.

Provide your Solicitors details to the Estate Agents.

The Estate Agent will prepare a Memorandum of Sale detailing the Buyer and their Solicitors.

2

## Retainer Letter

Your Solicitor will send a retainer letter to you which sets out the fee and work your Solicitor will carry out on your behalf.

Sign and return the letter along with proof of your identity and details of your current mortgage (if applicable).

If you hold any title deeds send these to your Solicitor.

3

## Mortgage and Survey

Fill out and return Property Information Forms:

TA6 property information form (PIF). This is a questionnaire about the property and it is important that you answer this honestly. It is important that you provide any paperwork such as:

- Any building work guarantees
- Any planning permissions or building consents you've been granted
- Restrictive covenant consent if applicable

TA7. Leasehold information form (LIF). Applicable to leasehold property only.

TA10. Fittings and Contents form.

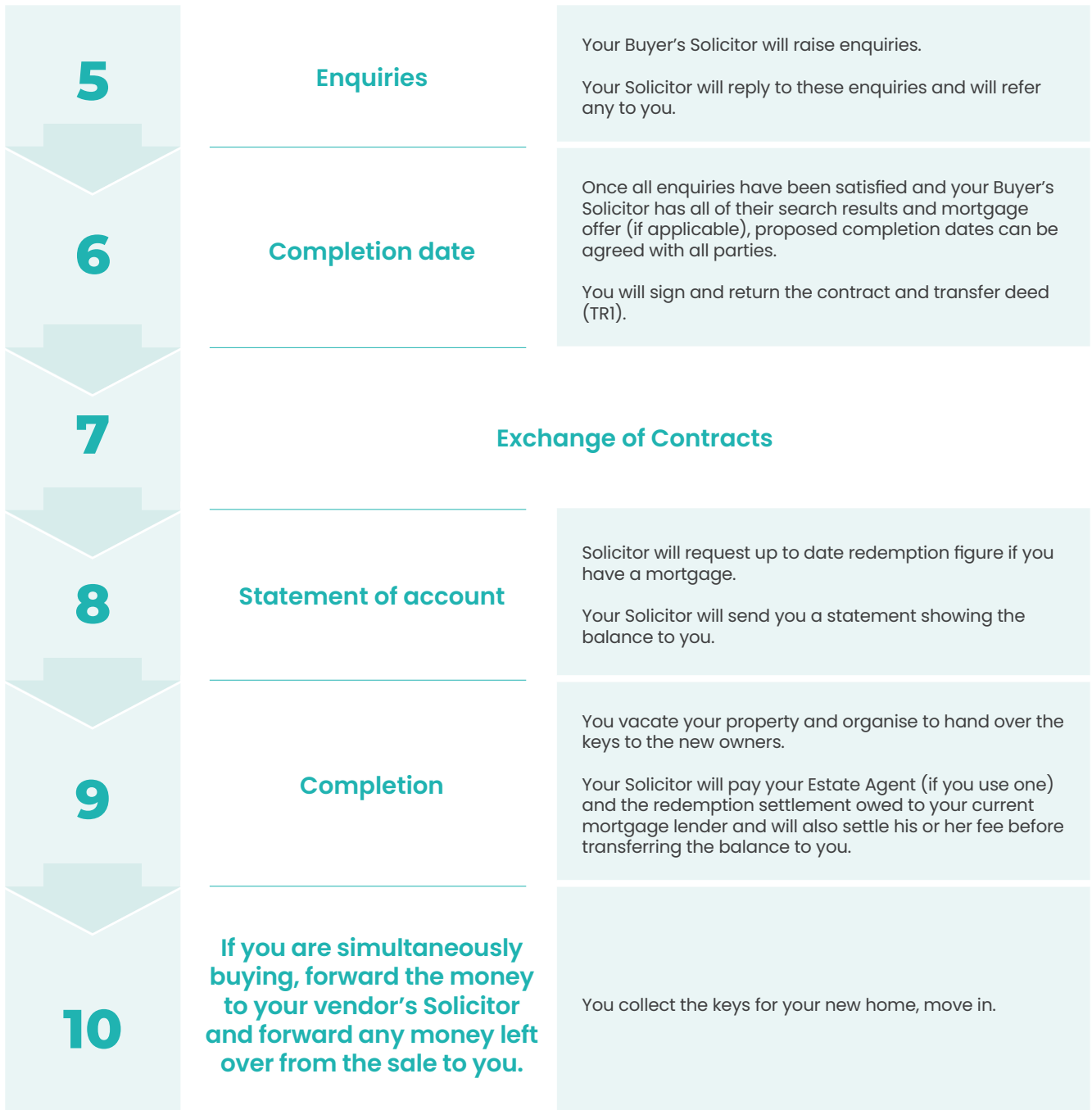
4

## Contract Pack

Your Solicitor will prepare the draft contract and send it to the Buyer's Solicitor, together with:

- Title Deeds
- Land Registry Office Copies
- Protocol forms
- Lease (if applicable)

On leasehold property they will also ask your management company for a leasehold property information form, also known as a LPE1 and you will pay the fee for this now.



### Saio Kamara

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Although helpful, the brief information included in this document is intended as a guide only and does not constitute legal advice. For more detailed information regarding any of the matters raised in this document tailored to suit your specific circumstances please contact a member of our team.

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