SELLYOUR PROPERTY IN 10 STEPS

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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.	
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.	
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. 	
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 LPEI and you will pay the fee for this now. 	

5	Enquiries	Your Buyer's Solicitor will raise enquiries. Your Solicitor will reply to these enquiries and will refer any to you.
6	Completion date	Once all enquiries have been satisfied and your Buyer's Solicitor has all of their search results and mortgage offer (if applicable), proposed completion dates can be agreed with all parties. You will sign and return the contract and transfer deed (TR1).
7	Exchange of Contracts	
8	Statement of account	Solicitor will request up to date redemption figure if you have a mortgage. Your Solicitor will send you a statement showing the balance to you.
9	Completion	You vacate your property and organise to hand over the keys to the new owners. Your Solicitor will pay your Estate Agent (if you use one) and the redemption settlement owed to your current mortgage lender and will also settle his or her fee before transferring the balance to you.
10	If you are simultaneously buying, forward the money to your vendor's Solicitor and forward any money left over from the sale to you.	You collect the keys for your new home, move in.



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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.