

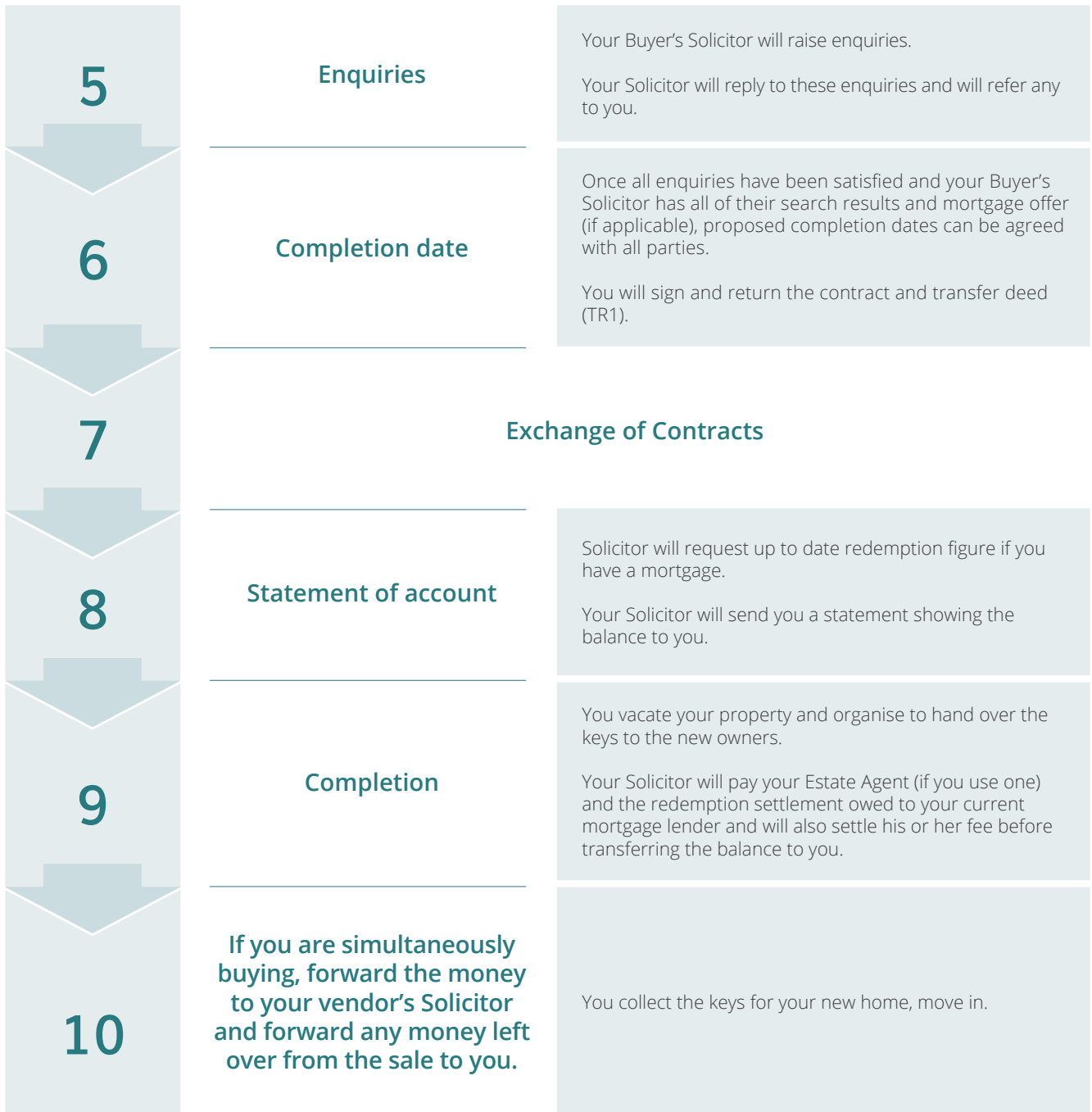


TRULY GLOBAL REACH



# Sell Your Property In 10 Steps

1	<b>Offer accepted</b>	<p>Instruct your Solicitor to carry out the legal work on the sale of your property. This is also known as conveyancing.</p> <p>Provide your Solicitors details to the Estate Agents.</p> <p>The Estate Agent will prepare a Memorandum of Sale detailing the Buyer and their Solicitors.</p>
2	<b>Retainer Letter</b>	<p>Your Solicitor will send a retainer letter to you which sets out the fee and work your Solicitor will carry out on your behalf.</p> <p>Sign and return the letter along with proof of your identity and details of your current mortgage (if applicable).</p> <p>If you hold any title deeds send these to your Solicitor.</p>
3	<b>Mortgage and Survey</b>	<p>Fill out and return Property Information Forms:</p> <p>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:</p> <ul style="list-style-type: none"><li>• Any building work guarantees</li><li>• Any planning permissions or building consents you've been granted</li><li>• Restrictive covenant consent if applicable</li></ul> <p>TA7. Leasehold information form (LIF). Applicable to leasehold property only.</p> <p>TA10. Fittings and Contents form.</p>
4	<b>Contract Pack</b>	<p>Your Solicitor will prepare the draft contract and send it to the Buyer's Solicitor, together with:</p> <ul style="list-style-type: none"><li>• Title Deeds</li><li>• Land Registry Office Copies</li><li>• Protocol forms</li><li>• Lease (if applicable)</li></ul> <p>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.</p>



**Gunduz Misiri**

Associate Solicitor, Property and Real Estate Team

Gunduz.Misiri@mackrell.com

**TRULY GLOBAL REACH**

National Awards: 7

Mackrell International Offices: 170+

Years of Experience: 175+

+44 (0) 20 7240 0521 • mackrell.com



**Mackrell.Solicitors**

Savoy Hill House, Savoy Hill, London, WC2R 0BU  
5 The Wharf, 16 Bridge Street, Birmingham, B1 2JS

