



## Guide to Phillips' house selling process

The house buying and selling process can be quite stressful but we endeavour to make it all go smoothly from beginning to end and of course to give our clients great service. We work well with estate agents, surveyors and all those parties involved in your sale and will keep you informed all the way.

Call us now on 01256 460830

### THE SELLING PROCESS

<p><b>Case creation</b></p>	<ul style="list-style-type: none"> <li>You instruct us to act on your behalf and we open your file. We can, of course, act for you to buy your new house as well</li> <li>We send you the transaction forms which you must sign and return and you must provide identification documents</li> <li>You complete a 'fixtures &amp; fittings' list (which can be used to sell items to your purchaser)</li> <li>You must complete a 'Property Information' form and a questionnaire confirming your personal details</li> <li>Either we can or your estate agent can arrange for a Domestic Energy Assessor to make an appointment to visit your house and prepare the necessary Energy Performance Certificate (EPC)</li> </ul>
<p><b>Before we exchange contracts</b></p>	<ul style="list-style-type: none"> <li>We request the Deeds of the property</li> <li>We prepare a Contract pack which is then sent to your buyer</li> <li>We deal with enquiries from your buyer's solicitor which we answer with your assistance</li> <li>We will send the final approved Contract to you for you to sign</li> </ul>
<p><b>Exchange of contracts</b></p>	<ul style="list-style-type: none"> <li>We agree a completion date with you and with your buyers, through your buyer's solicitor. We will not agree completion dates until the whole chain is ready to exchange</li> <li>Please note that at this stage deposit monies will be required from the buyer and the Contract becomes legally binding</li> </ul>
<p><b>Before we complete the transaction</b></p>	<ul style="list-style-type: none"> <li>This is the time you need to make arrangements: Book your removal company Notify your service providers about your move Arrange for your post to be redirected Make sure we have your forwarding address</li> <li>We will send a Completion Statement to you, showing redemption figures obtained from your Bank/Building Society, if applicable</li> </ul>
<p><b>Completion</b></p>	<ul style="list-style-type: none"> <li>This is the day you move, as agreed at the exchange stage</li> <li>You must vacate the property that day and leave the keys with your estate agent</li> <li>We will arrange for the legal completion: handing over the Deeds in return for the balance of monies owing and the redemption of any existing mortgage</li> <li>One last thing: don't forget that you should now make a Will or update your existing Will. Call us if you'd like us to help.</li> </ul>

Visit our website for more information at: [www.phillips-law.co.uk](http://www.phillips-law.co.uk)