

Guide to Phillips' house selling process

The national average length of time for the conveyancing process is 12 weeks from case creation to completion. In most cases, during the past year, we have completed transactions faster than this. We always endeavour to make the process as efficient as possible and, of course, to give our clients great service. Call us now on 01256 460830



THE SELLING PROCESS

Case creation	<ul style="list-style-type: none"> You instruct us to act on your behalf and we open your file. We can, of course, act for you when buying your new house as well We send you transaction forms which you must sign and return and you must provide identification documents You complete a 'fixtures & fittings' list (which can be used to sell items to your purchaser) You must complete a 'Property Information' form and a questionnaire confirming your personal details We can prepare your Home Information Pack (HIP) which is now a legal requirement for all property sellers and contains legal documents such as Title Deeds. One of our trusted Domestic Energy Assessors will make an appointment to visit your house and prepare the necessary Energy Performance Certificate which must be included in the HIP. The cost of a HIP is approximately £295.00+VAT but deferred payment terms are available from us on request.
Pre-exchange	<ul style="list-style-type: none"> We request the Deeds of the property for the HIP (leasehold properties require landlord information, which they may charge you for) We prepare a Contract pack which is then sent to your buyer We deal with enquiries from your buyer's solicitor which we answer with your assistance We will send the final approved Contract to you for signature
Exchange	<ul style="list-style-type: none"> 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 Please note that at this stage deposit monies will be required from the buyer and the Contract becomes legally binding
Pre-completion	<ul style="list-style-type: none"> This is the time you need to make arrangements: <ul style="list-style-type: none"> - Book your removal company - Notify your service providers about your move - Arrange for your mail to be redirected - Make sure we have your forwarding address We will send a Completion Statement to you, showing redemption figures obtained from your Bank/Building Society, if applicable
Completion	<ul style="list-style-type: none"> This is the day you move out, as agreed at the exchange stage You must vacate the property on this date and leave the keys with your estate agent We will arrange for the legal completion: handing over the Deeds in return for balance of monies owing and the redemption of any existing mortgage

Visit our website for more info at: www.phillips-law.co.uk