

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. We will keep you informed all the way through.

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 to buy 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 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)
Before we exchange contracts	<ul style="list-style-type: none">• We request the Deeds of the property• 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 you to sign
Exchange of contracts	<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
Before we complete the transaction	<ul style="list-style-type: none">• 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• 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, as agreed at the exchange stage• You must vacate the property that day and leave the keys with your estate agent• 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• One last thing: don't forget that you should now make a Will or update your existing Will

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