



SELLERS GUIDE

WHAT DO YOU DO INITIALLY?	WHAT DO WE DO INITIALLY?
<p>You will need to:</p> <ul style="list-style-type: none"> • Notify your Solicitor that you are selling your home • Arrange the requisite Energy Performance Certificate (JSP can arrange this) • Provide Solicitors with details of the whereabouts of your Title Documents 	<p>We will:</p> <ul style="list-style-type: none"> • Send for your Title Documents • Send for Mortgage redemption figures • Send you a Property Information Form and Fixtures, Fittings and Contents Form for completion
WHEN A BUYER IS FOUND	WHEN A BUYER IS FOUND
<p>You should then:</p> <ul style="list-style-type: none"> • Instruct your Solicitor to proceed and let him have any special terms for inclusion in the Contract • Complete the Property Information Firm and the Fixtures, Fittings and Contents forms and return to Solicitors • Check your finances are in order for your purchase • Sign Contract in readiness for exchange • Agree Completion / moving date <p><i>NOTE: Your signature to the Contract authorises your Solicitor to exchange contracts when <u>all</u> parties have agreed the completion date.</i></p>	<p>We will:</p> <ul style="list-style-type: none"> • Get Copy Entries from Land Registry • Prepare Contract • Submit Contract documents to Buyers' Solicitors • Answer any further enquiries from Buyers' Solicitors • Agree date for completion with all parties in the chain • Exchange Contracts
WHEN CONTRACTS ARE EXCHANGED	WHEN CONTRACTS ARE EXCHANGED
<p>You should then:</p> <ul style="list-style-type: none"> • Organise removal arrangements • Notify Solicitor of your new address so that he can send the sale proceeds to you (if not being used on a related purchase) • Check you have signed all the documents 	<p>We will then:</p> <ul style="list-style-type: none"> • Approve Transfer Deed for you to sign • Get final redemption figure from mortgage lender (if applicable)
ON COMPLETION	ON COMPLETION
<p>You need to</p> <ul style="list-style-type: none"> • Take final meter readings and contact your energy suppliers • Ensure your property is free from rubbish to give vacant possession • Take door keys to Estate Agent • Cancel your Buildings Insurance and notify Contents Insurer of new address. Arrange for your post to be forwarded by Royal Mail. 	<p>We will:</p> <ul style="list-style-type: none"> • Receive purchase money • Authorise key release • Repay any mortgages • Discharge Estate Agents Commission Account • Send Deeds to Buyers Solicitor • Account to you for sale proceeds

