



JOHN FOWLERS

SOLICITORS

A Guide to Selling

1. Preparation of Energy Performance Certificate.

All properties marketed for sale must have an Energy Performance Certificate prepared. We can arrange this for you.

2. Enquiry forms to be completed

The seller has to complete property information forms and a fixtures and contents form.

3. Obtain deeds

As most properties are registered at the Land Registry title deeds are obtained by downloading documentation from the Land Registry. Some properties may not be registered and the deeds will have to be brought in to us or obtained from the mortgage lender if held by them.

4. Prepare contract

Once the title deeds have been obtained and a buyer is found, the contract is prepared. This sets out the main terms of the transaction – sellers and buyers names, a description of the property and the price agreed. This is sent to the buyer's solicitor and the seller then has to wait until the buyer is ready to proceed.

5. Exchange contracts

Once the buyer and seller are ready to proceed a completion date is agreed and contracts can be exchanged. Once contracts are exchanged it is binding and neither party can withdraw without severe penalty.

6. Completion day

The balance of the sale price is paid to your solicitor and they send the title deeds to the buyer's solicitor. Any mortgage on the property sold is repaid and the cost of the sale, solicitors and estate agents fees, are paid. Any money left over is then sent to you unless it is being used to buy another property.