



## Helpful Stuff

### What happens when selling a property

**Selling tip:** gather together all your paperwork such as utilities and identification documents before hand and pre-plan removals at completion stage, when your solicitor will advise when completion will take place: morning or the afternoon. Do you have a date in mind for moving? Consider the process may take 12 to 16 weeks, depending on how complex the transactions are. Trust in your conveyancer, even when it seems like nothing is happening they are working hard in the background on your behalf!

### Step 1 - instruction

Instruction – when you **ask a solicitor** to act for you to buy or sell a property. **The solicitor** provides their terms and conditions, sends out written confirmation to start the ball rolling and **the seller** provides details to allow the solicitor to complete the essential identification process.

### Step 2 – contract pack

**The solicitor** prepares a contract pack for the buyer including the draft contract and requests the property title documentation from the Land Registry: a copy of the Title Deeds, and protocol forms (information, fixtures and fittings). **The seller** completes the protocol forms, to be included and any other information needed to complete the sale.

### Step 3 - enquiries

Enquiries will be raised during this stage. **The buyer's solicitor** looks into any documentation at this point and raises any queries on behalf of their client, keeping them informed about what is going on.

### Step 4 - exchange

Behind the scenes, **the solicitors** act on behalf of the buyer and seller to complete the process. The exchange of contracts happens meaning both **the buyer and seller** are legally committed to buy / sell the property. A completion date is agreed.

### Step 5 - completion

Legal ownership passes to the buyer from the seller. A moving day is agreed – when it is time to get the keys!

Following completion, **the solicitors** deal with the formalities on behalf of the buyer and seller.