

Congratulations on agreeing the sale of your home!

Here is a brief guide to the key milestones of the sale process.

Instructing your solicitor/conveyancer

You have provided us with your solicitor/conveyancer details and this has enabled us to issue the notification of sale to all parties. To move forward you will now need to complete your solicitors' instruction forms and ID checks and also deposit money on account.

IMPORTANT - Please note your solicitors will not be able to issue a draft contract pack to your purchasers' solicitor until you have completed the above step. So, it is vital that you complete and return these documents at the earliest opportunity to avoid any unnecessary delays

You previously completed a Digital Legal Pack via the HIPLA platform for us and you should now log back in and check that you have uploaded all necessary documents to the pack and you are happy that the fixtures and fittings section is correct and as agreed with your buyer.

Once you are satisfied everything is correct, please click on the "SEND TO LAWYER" button and enter their email address to share the pack with them and save the need to complete the documents all over again.

Surveys

If your purchaser/s are obtaining a mortgage, then the mortgage lender will require a mortgage valuation survey to be carried out on your property. This can sometimes be carried out remotely and sometimes a physical inspection is needed.

Usually, purchasers will also appoint their own private building surveyor to inspect the property, and we encourage them to organise this asap as some companies may need 2-3 week lead in busy periods.

When the appointed surveyor contacts us to arrange the inspection, we will provide them with your contact details so that they can arrange a convenient appointment time to visit the property and carry out the survey.

Please note – Due to the length of time a survey inspection takes we are unable to attend the property with the surveyor. If your property is vacant, we will advise the surveyor that we are holding keys and arrange for them to collect and sign for the keys.

Specialist Reports

On some occasions surveyors may recommend that the purchaser obtains specialist reports on matters such as damp and timber, drainage, electrical safety or central heating. We will advise you should this be necessary and provide the specialist contractor with your contact details to arrange an appointment directly with you.

Contract of Sale Pack

Your solicitor will prepare a contract pack and report for you to review and sign. This report will highlight any important information you need to be aware of. We recommend that you review and sign this document immediately and that it is returned to your solicitor by hand or if posted that you send it by recorded/tracked delivery.

Exchange of contracts

Once all parties in the chain have signed and returned their contracts the solicitors will be able to discuss and agree a moving/completion date with all parties. We recommend providing a selection of convenient dates that you would be able to move on so that a mutually agreeable date between the chain can be agreed more quickly and exchange of contracts can then occur.