

A Guide to Selling Your House

Your *Conveyancing Lawyer* at Curwens will always be more than happy to answer any questions that you have throughout the transaction, but we thought that a step by step guide would be useful for you.

	<i>What We Will Do For You</i>	<i>What We Will Ask You To Do</i>
Stage 1	<ul style="list-style-type: none"> • Prepare initial instruction pack for you to complete to obtain details about you and your Property. Also provide you with information about Curwens at the start of the relationship. • Retrieve your Title Deeds. • Obtain current redemption figures on any mortgages you have on this house. • Make contact with the Purchaser's solicitor, issue and negotiate a Contract with them for the sale of your house. • Respond to any enquiries that are raised by the Purchaser's solicitor. • Obtain your signature on the Contract. • Agree to a completion date that you and your buyer are happy with. 	<ul style="list-style-type: none"> • Complete and return the information forms about you and your Property. • Make sure that the purchaser's surveyor can have access to your house. • Assist as necessary in responding to enquiries that are raised by the Purchaser's solicitor. • Return the signed Contract to Curwens. Remember, until the contracts have actually been exchanged they are not legally binding. Curwens will not exchange unless everyone is happy. • Look into removals, consider any proposed completion dates and suggest dates that would suit you. Everyone in the chain of transactions needs to be able to move on the same day.
Stage 2	<ul style="list-style-type: none"> • Exchange Contracts. The Completion date is set and the Contracts are legally binding. 	

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Stage 3	<ul style="list-style-type: none"> • Obtain redemption figures on any mortgages you have on this house calculated to the day of Completion. • Obtain Estate Agents invoice. • Approve the Transfer document and arrange for you to sign it. • Prepare a completion statement for you. 	<ul style="list-style-type: none"> • Book your removals. • Sign and return the Transfer document in time for completion. • Make arrangements with your utility providers and Local Authorities to pay for any usage or parts of bills up to the day of completion.
Stage 4	<ul style="list-style-type: none"> • Pay all outstanding mortgages on the house. • Ensure that you receive any balance of funds. • Pay Estate Agent. • Forward deeds and documents to purchaser's solicitor. 	<ul style="list-style-type: none"> • Move house.

If you require advice regarding your particular circumstances, please telephone us to speak to one of our specialists in this field.

Or request a call back at a time suitable to yourself.

Disclaimer

These notes have been prepared by **Curwens Solicitors** as general guidance only and cannot be taken as legal advice. **Curwens Solicitors** will not be liable for any loss, direct or consequential, suffered by anyone acting or omitting to act as a result of the contents of these notes.