

DEAN CONVEYANCING

SELLERS GUIDE TO THE CONVEYANCING PROCESS

Step 1 You will be required to commission a **Home Information Pack** before being able to place your property on the market. Appoint **Dean Conveyancing** to prepare your Home Information Pack.

You then find a buyer for your property - what do you do & what happens next?

Step 2 Appoint **Dean Conveyancing** to act on your behalf. We may need the **deeds** to your property and if you have a mortgage we will ask you for details of your mortgage account number. We will also ask you to supply us with information about yourself, proof of identity and current address. You will be required to complete a **Fixtures & Fittings List** and a **Property Information Form** and return these forms to us.

Step 3 We prepare a **draft contract** and send it to your buyer's conveyancer. We will let you know of any particular problems or **enquiries** that your buyer's conveyancer may raise. We may need your assistance in dealing with replies to those enquiries.

Step 4 We will ask you to **sign the contract** either by attending at our offices or this can also be done by post.

EXCHANGE of CONTRACTS

Step 5 We **exchange** your signed contract with the buyer's conveyancer and at this stage you will be legally committed to sell on the **completion date** agreed.

Step 6 We will ask you to sign the **Transfer** deed. This document transfers the property from you to the new owner.

Step 7 **You should now:**

- Arrange for gas and electricity meters to be read on the day of completion
- Have the telephone numbers etc transferred on completion day
- Deal with council tax, water rates etc
- Inform us where you will be depositing the keys on the day of completion
- Provide us with details of your forwarding address if you do not have a related purchase

We will:

- Inform all parties of the exchange of contracts
- Reply to standard pre completion enquiries
- Obtain a redemption statement from your lender (if applicable)

COMPLETION

Step 8 The buyer's conveyancer transfers the full amount due to **complete** and you must give **vacant possession** of the property on the agreed day, leaving your keys at the Estate Agents.

Step 9 We will pay the Estate Agent's **Commission Account** and pay off any existing **mortgage** on your behalf.

Step 10 A **cheque** representing the **balance of the sale proceeds** will be forwarded to you on the day of completion unless you instruct us otherwise.

For more information and an estimate of our conveyancing charges please contact us at

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