



Our guide to selling a house

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The process in 10 simple steps...

1

So you've accepted an offer for your house... you will now need to instruct a solicitor to take care of the legal side of the sale.

Your selling agent will issue a **Memorandum of Sale** to you and the Buyer, setting out what has been agreed. A copy will be sent to your solicitor too.

2

Your solicitor will ask you to complete some initial documents before proceeding, which include a **Fixtures and Fittings Form** and a **Property Questionnaire**. They may also need to see some ID. This information will help your solicitor to understand more about you and your property so the sale process can run more smoothly.

3

Your solicitor will then apply to the Land Registry for Office Copy Entries to confirm ownership of your property. They will also prepare a draft **Contract** for the sale.

4

Your solicitor will send the draft **Contract** and other information you have provided about your house to the buyer's solicitor for review.

5

The Buyer's solicitor will raise **Enquiries** in response to the Contract, which your solicitor will answer with your input. This may include agreeing a price for certain fixtures and fittings which the Buyer wants you to include in the sale. They may also ask questions about alterations you have made to the property in response to feedback from their **Survey** and your replies in the **Property Questionnaire**.

6

The Contract may be amended as necessary in response to the **Enquiries**. Once it has been approved by the Buyer, your solicitor will ask you to confirm you are also happy by signing the document. Discussions of when you want to complete the sale (and move out of the property) begin.

7

Exchange of Contracts - Once all the negotiations and investigations are concluded and you have been asked to sign the Contract, your solicitor will arrange for Contracts to be exchanged with the Buyer's solicitor.

This is when the Buyer pays the **Deposit** (usually 10% of the Purchase Price) and the sale and purchase becomes legally binding on you and the Buyer. A **Completion** date is fixed.

8

Often there is a week between **Exchanging Contracts** and **Completion** to give both parties time to arrange removal vans, time off work and for pets to be cared for during the move. However, it can all take place on the same day, or be a longer period if the parties require.

9

A **Transfer Deed** is usually signed before Exchanging Contracts or between exchanging and completing. You will have to sign this form to enable the Completion of the sale to take place. Usually you will sign the Transfer Deed before completing and your solicitor will hold on to it until the Buyer's money is received on Completion so that you don't have to go in to see your solicitor when you're busy packing and moving home.

10

Completion day! - The balance Purchase Price is sent to your solicitor from the Buyer's solicitor and the keys are released to the Buyer. Your solicitor will confirm whether any monies are outstanding to pay their costs/your selling agent/ mortgage and ask you to arrange payment.

About us

We know, from personal experience, that moving house can be one of the most stressful and exciting events in life: it's something that most of us have been through ourselves. We work hard to make the process as stress-free as possible for you.

We pride ourselves on the fact that if you ask us to work for you, a member of our team, who is one of our qualified solicitors or legal executives will hold your hand throughout the process.

There's no call centre at Actons - just direct access to the person who you are working with so there will be no having to explain what's going on each time you call us.

All our team are experienced in helping people like you move house and will be able to guide you through the process step by step and answer any queries you may have.

We would love to work with you to help you sell your house.

For more information, please visit our website at www.actons.co.uk, or contact a member of our property team.

Don't just take our word for it

"I have used Actons Solicitors twice. The first time when making of our Wills which was done at a very stressful time and because of their care and consideration I naturally went to them again when I was selling and buying property, I received the same care and attention the second time around. Thank you so much."

"We have used Actons over many years covering property, wills, powers of attorney and divorce. The breadth of their people's knowledge and professionalism has always delivered exactly what was required."

Our team



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