

Seller's Guide to Next Steps

As we prepare to sign the documents and move towards exchange and completion, here are some important steps for you to consider.



Fittings & Contents

Please check the Fittings and Contents Form carefully against what is currently at the property.

- Make sure it accurately reflects what you intend to leave and what you plan to take.
- If there are any discrepancies, for example, something you plan to take or leave but it's not listed, let us know as soon as possible so we can confirm this in writing.



Buildings Insurance

The buyer becomes responsible for insuring the property from the date of exchange.

- However, we strongly recommend that you keep your own buildings insurance in place until completion, in case the buyer breaches the contract and the sale does not complete.



Agreed Matters

If you have agreed anything with the buyer or agent, however minor, please tell us before exchange so we can record it in writing.

- If it is not confirmed in writing, you cannot rely on it.



Re-Inspection

The buyer may wish to re-inspect the property before exchange.

- We recommend you allow this.
- If anything at the property has changed, been damaged, or required repair since you agreed the sale, please tell us immediately so we can disclose this to the buyer before exchange.



Utilities & Services

You will need to arrange final meter readings and inform service providers of your move.

- Water, gas, electricity, council tax, internet, TV licence, and your bank should all be notified of your move.
- You may also want to set up a Royal Mail redirect for your post.



State of the Property

You are required to leave the property in a clean and tidy condition.

- Remove all rubbish, including anything stored in lofts, sheds, or outbuildings.
- Avoid leaving the bins full, so the buyers can use them immediately.
- Failing to leave the property in the agreed condition can amount to a breach of contract and you may be liable for damages.



Completion Date

The completion date is only confirmed at exchange of contracts.

- This is the day that you need to move out of the property with all of your belongings, and leave the property empty for the buyers to move in.
- Before exchange, the date can change, and either party can withdraw.
- If you book removals or services before exchange, please note you do so at your own risk.



Key Release

Completion often happens in the early afternoon (around 2pm).

- You are entitled to remain in the property until the agreed time (usually 1-2pm) to finish moving out.
- If you think you may struggle to vacate in time, please tell us as soon as possible so we can manage expectations on the day.
- If you have not removed all belongings and vacated by the deadline, you could be in breach of contract.



When Will You Receive Your Funds?

Proceeds from your sale can be sent to you in one of two ways:

- BACS transfer (free, clears in 3-5 working days)
- Telegraphic transfer (£42 including VAT, usually received on the same working day)

You will have already indicated your preference on your initial paperwork. If you'd like to check or change this, or if you want the funds sent to a different account, please contact us as soon as possible, please note that changes must be confirmed in writing using our specific form.

We're Here to Help

If you have any questions about any of the above, or if anything changes before exchange, please get in touch with us straight away. We're here to help you through each step of your sale.