



## Selling a House Checklist

- Instruct Solicitors
- Receive Pack from Solicitors: (Property Information Form + Fixtures and Fittings) Fill in forms and return asap
- Sellers Solicitors will prepare Draft Contracts and send to Buyers Solicitors
- Mortgage Valuation/Survey arranged
- Sellers Solicitors may receive enquiries from Buyers Solicitors. May have to consult Seller for replies
- Buyers receive Mortgage Offer
- Transfer Deed & Contracts to be signed
- Completion Date agreed
- Buyers provide their Solicitors with deposit and Exchange takes place (sale becomes legally binding)
- Advise utilities
- Completion - Keys handed over

**Consideration regarding timescale will need to be given to other parties in the chain.**