



Barbara Jacobs & Co

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Selling your property

1. Instructions

WE WILL:	YOU SHOULD:
<ol style="list-style-type: none">1.Send you a questionnaire and some2.property Information forms.3.Ask you for money on account.4.Request your title deeds.	<ol style="list-style-type: none">1.Complete the questionnaire and forms as quickly as possible and return them with your cheque.2.Let us have your title deeds if you are holding them.

2. Contract

WE WILL:	YOU SHOULD:
<ol style="list-style-type: none">1.Prepare a contract package.2.Send it to your buyer's solicitor.3.Deal with any additional enquiries they may raise (checking replies with you). Arrange for the contract to be signed (once approved by your buyer's solicitors).	<ol style="list-style-type: none">1.Deal promptly with enquiries.2.Return the signed contract as soon as possible, if it is sent to you.

3. Exchange

WE WILL:	YOU SHOULD:
<ol style="list-style-type: none">1.Agree a completion date.2.Exchange contracts.	<ol style="list-style-type: none">1.Let us know any dates to avoid.2.Try and be flexible (especially if there is a chain).

4. Pre-completion

WE WILL:	YOU SHOULD:
<ol style="list-style-type: none">1. Approve the sale document.2. Send them to you for signature.3. Obtain the estate agent's account.4. Obtain mortgage redemption figures and prepare a financial statement.	<ol style="list-style-type: none">1. Sign the sale document and return it before completion.2. Notify the council and water/drainage authorities.3. Let us have any balance of monies (cleared funds only).4. Arrange removals and final meter readings.

5. Completion Day

WE WILL:	YOU SHOULD:
<ol style="list-style-type: none">1. Receive completion monies from your buyer's solicitor.2. Authorise the release of keys when the money is received.3. Redeem your mortgagees.4. Obtain the release of any life policies held by your lender.5. Pay the estate agents.6. Send deeds to buyer's solicitors.7. Send the balance of monies (if any) to you by cheque unless otherwise instructed.	<ol style="list-style-type: none">1. Move out by midday if possible.2. Leave the keys with the estate agents.3. Check with us before handing over any keys direct to your buyers.4. Let us have your contact phone number and new address.