



## GUIDE TO SELLING RESIDENTIAL PROPERTY

If you have not already appointed a solicitor, it is advisable to do so without delay. If you would like advice in this matter please do get in touch with us.

If you already have a solicitor it is **most important** that you lodge your deeds with them as soon as possible, as when a sale is agreed no legal conveyancing work can take place without them being in their hands.

Have available for your solicitors and/or agent the following:-

- a. any Listed buildings permissions
- b. any documentation with regard to Building Regulations
- c. any NHBC guarantees or similar
- d. any guarantees for such things as timber or damp treatments

Inform your solicitor and agent of any rights of way, covenants or easements relating to your property.

Have available any receipts for recent work carried out to your property which might be relevant to the survey.

If your property is leasehold, locate copies of the last three years of management accounts plus receipts for payment of the service charges and ground rent.

Check when your boiler was last serviced and your septic tank emptied if relevant and if necessary have these carried out, retaining receipts.

Have available your most recent accounts for gas, electricity, water rates, council tax, insurance etc.

Make sure your solicitor and agent know of any disputes with neighbours.

Inform your agent and solicitor if there is any history of flooding at your property, no matter what caused this eg. springs, drains etc

If you do not already own one, consider setting up an answerphone service to avoid any delays with marketing your property.

Legislation requires all property being sold must have an Energy Performance Certificate (EPC) available and displayed on any marketing material. If you do not have an EPC we can arrange one for you.