



Selling a Property

Selling a home or property can come with stresses and uncertainty around how the whole process works. Below is a step by step guide to the process explaining what we will be doing at each step and how long you can expect it to take.

 These points show when you will receive an update from us.

Step
1

RECEIVING YOUR INSTRUCTIONS TO ACT

Once you have officially instructed us to act, we will send you a number of forms and documents to complete. We are unable to start working on instructions until all file opening procedures have been completed, so we urge you to complete these as soon as possible.

We will also send you the Fixtures and Fittings, and Property Information Forms, for you to complete and return.

Step for you
to complete

Step
2

DRAFT CONTRACT AND OBTAINING COPIES OF TITLE

We will obtain copies of your title from the Land Registry or obtain the deeds from yourself if unregistered and we will draft the contract for the sale of your property. We will send these documents to your buyer's solicitors.

Week 1

 Update

Step
3

(STEP FOR BUYERS TO COMPLETE): INVESTIGATION OF PROPERTY

The buyer's solicitors will review our draft contract and the copies of the title we have provided. They will order searches on the property. If your buyers are also obtaining a mortgage, they will liaise with the lender. The buyer's solicitors will then raise any pre-contract enquiries for us to answer along with a draft Transfer for us to review.

Your buyer's solicitors' initial investigations may take some time to complete before they contact us. This is usual and is nothing to worry about.

Approx
Weeks 2-8

 Update

Step
4

PRE-CONTRACT ENQUIRIES AND DRAFT TRANSFER

We will answer all of the enquiries raised by the buyers solicitor – liaising with you for any replies that require your input. The buyer's solicitor then confirms whether they are happy with the replies, reporting on the contract pack to their client.

How long this process takes depends on how many enquiries are raised and when they are raised, as the buyer's solicitors may raise multiple rounds of enquiries. We aim to reply to enquiries within 5 working days of receipt of each set of enquiries.

Once the buyer's solicitors are satisfied with the answers provided to all of the enquiries they have raised and we have agreed the form of wording for both the contract and the Transfer, we will send both documents to you for you to sign.

Approx
Weeks 2-8

 Update

Step
5

SIGNING THE CONTRACT AND THE TRANSFER

Once you are happy to proceed you will need to sign and return both the Contract and Transfer to us, in preparation for exchange of contracts.

Step for you
to complete



Step
6

EXCHANGE OF CONTRACT AND AGREEING COMPLETION DATE

You and the buyer agree a completion date for the transaction and contracts are formally exchanged by a telephone call between the solicitors. This will make the completion date legally binding, preventing either party from withdrawing from the transaction without incurring a financial penalty.

Approx
Weeks 8 - 10

← Update

Step
7

BOOKING REMOVALS

Once we exchange contracts and have agreed a completion date with the buyer, you can arrange to book a removal company if you are using one. You will need to ensure the property is cleared before leaving, except for any items listed in the fixtures and fittings document you completed at the beginning of the transaction.

It's important to note that if there is a chain involved, and you are moving from one property to another on completion day, that the completion date must be mutually agreed by everyone in the chain so only book removals when the date is confirmed.

Step for you
to complete

Step
8

DAY OF COMPLETION (MOVING DAY!)

On completion day, you vacate the property at a pre-agreed time and arrange for your estate agent (if one is used) to hand over the keys to the buyer, otherwise responsibility of getting the keys to the new owners lies with you.

We pay the estate agent (if used) whatever the agreed percentage of the sale is and repay any amount owing to the existing mortgage lender.

We deduct our conveyancing fees from the sale proceeds and the remaining money is transferred to your account or is utilised in connection with your simultaneous purchase (if any).

Approx
Weeks 10 - 12

← Update



COMPLETE PROCESS

The length of time a sale transaction will take to reach completion depends on a number of factors. These can include if there is a chain or if the title to the property you are selling is complex. We would estimate it will take between 12-16 weeks to complete on a freehold sale whereas leasehold sales (which can be more complicated) will take 14-18 weeks.

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