

## Step-by-step guide to buying and selling

	Weeks 1-4: <b>First things first</b>	Weeks 5-8: <b>Once the sale is agreed</b>	Weeks 9-11: <b>Exchanging of contracts</b>	Weeks 12 - completion: <b>Completion</b>
<b>B U Y E R S</b>	<ul style="list-style-type: none"> <li>• <b>Mortgage budget planner</b></li> <li>• <b>Find out how much you can borrow</b></li> <li>• Also get an offer in principle - also known as 'agreement in principle'.</li> <li>• View properties</li> <li>• Make an offer to vendor, if rejected you can revise it and make another</li> <li>• Appoint your solicitor.</li> <li>• Agree the fees and when these are payable.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Apply for a mortgage</b>, consider buildings and contents insurance.</li> <li>• A survey of the property should be carried out on the buyers behalf. This is normally carried out by the mortgage lender.</li> <li>• Draft contracts drawn up by solicitors, local search carried out and all property details agreed.</li> <li>• You should have now received your mortgage offer.</li> <li>• Start getting quotes from removal firms or other ways of moving furniture, etc.</li> <li>• Order any furniture / carpets etc.</li> </ul>	<ul style="list-style-type: none"> <li>• The Contracts should be signed by both parties and the deposit should be paid as Contracts are exchanged. You are now legally bound.</li> <li>• Organise your removal company and inform utilities etc of your new address</li> <li>• (a) Building + contents - this is needed/a requirement as once contracts are exchanged you will be responsible for the insurance of your property. (b) Life cover - provides a lump sum payment towards mortgage if you die with this cover.</li> </ul>	<ul style="list-style-type: none"> <li>• The balance of the property price is paid to the sellers Solicitor.</li> <li>• Once the money is received the Solicitors can release the keys.</li> </ul>
<b>S E L L E R S</b>	<ul style="list-style-type: none"> <li>• <b>Value your property</b></li> <li>• Market your property for sale</li> <li>• For Sale sign erected</li> <li>• Consider all offers and accept the one you are happy with.</li> <li>• <b>Appoint your solicitor.</b> Agree the fees and when they are payable.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Matching Properties when sale is complete, For Sale sign removed.</li> <li>• Draft contracts drawn up by solicitors, local search carried out and all property details agreed.</li> <li>• Get quotes from for removal companies</li> <li>• Agree a date for exchange of Contracts and Completion (moving day)</li> <li>• Start getting quotes from removal firms or other ways of moving furniture, etc.</li> <li>• Notify utility companies of departure.</li> </ul>	<ul style="list-style-type: none"> <li>• The contracts should be signed by both parties and the deposit should be paid as Contracts are exchanged. You are now legally bound.</li> <li>• Organise your removal company and inform utilities etc of your new address</li> <li>• Start packing non-essential items</li> <li>• Arrange for mail to be forwarded on + settle any bills with milkman / newsagents, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Once the money is received the Solicitors can release the keys.</li> </ul>