



# Top tips for selling a house

**Get your sale off to a flying start by getting your paperwork ready. By getting things in order now, you can save yourself time and stress later on.**

## Identification

We will need to see identification documents for all the sellers. This means photo ID as well as a utility bill which is less than 3 months old. You can bring original documents into our offices so we can take a copy for our records, have another solicitor certify them for you or we can carry out an online check using photocopied identification from you.

## Work done

Find copies of any planning permissions, building regulation approvals and any consents you needed for work done at the property as well as any FENSA certificates for replacement windows and any electrical certificates or paperwork for the central heating.

## Key Dates

Make a list of the key dates of when you had any work done and what you did. This will form a useful checklist for you and for us to ensure all appropriate paperwork is to hand.

## Mortgage

Send us a copy of your most recent mortgage statement if you had a mortgage so we can request deeds and up-to date repayment figures from your lender.

## Complete forms

Complete and return the Fittings and Contents Form and Property Information Form promptly. If you don't know the answer put 'don't know' or 'see deeds' as appropriate and remember to include copies of any documents that you refer to. Any questions left blank or paperwork not provided will add delays as the buyers\* solicitor will ask for them later on in the process.

## Leasehold properties

If you have a leasehold property, gather together receipts for ground rent and service charges as well as buildings insurance details, accounts and any consents and correspondence from the free holder and/or the management company. This information will be useful when it comes to completing the Leasehold Information Form.

## Missing paperwork

If you find you are missing any paperwork or didn't realise that you needed consent for work that you have had done, call us to discuss this before making any enquiries yourself. Depending on the information outstanding it might be possible to pay a one-off fee and obtain indemnity insurance instead which may save time and inconvenience.

**When it comes to selling your property, you need a solicitor who is efficient, responsive and effective.**

**Contact us to find out how we can help you.**

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