

Cozens-Hardy LLP
SOLICITORS

SELLING A HOME PROCESS

Castle Chambers
Opie Street
Norwich
NR1 3DP

Web: cozens-hardy.com






Phone: 01603 625231

Fax: 01603 627160



SELLING A HOME PROCESS

Marketing to Sale Agreed





What you need to do

-  **Be clear on offers**
Be clear about the price offers you will accept.
-  **Available for viewings**
Make yourself available for viewings.
-  **EPC Certificate**
Let us know if you need us to arrange an Energy Performance Certificate.
-  **Accepting an offer**
When you have accepted an offer on your property, advise both your estate agent and us.
-  **Agree price**
Agree price for any furniture or fixtures direct with buyers.








What we do for you

-  **Provide a quotation**
Provide fixed fee quotation for our work and the Terms & Conditions for what we do.
-  **Available for questions**
Be available to answer your questions.

What you need to do

-  **Respond quickly**
Respond quickly and accurately to any questions we may ask you.
-  **Book removals**
Provisionally book removal company.
-  **Contract & deed**
Sign and return contract and transfer deed to us.
-  **Confirmation**
You are now legally bound to sell and move; confirm moving date with removal company.

What we do for you

-  **Draft contract**
Prepare a draft contract for the buyer's solicitors to approve.
-  **Answer any questions**
Answer any questions the buyer's solicitors may have.
-  **Negotiate moving date**
Negotiate the moving/completion date.
-  **Receive deposit**
Receive the buyer's deposit monies.
-  **Settlement sum**
Obtain a settlement sum ('the redemption figure') from your mortgage lender (if any).
-  **Approve the transfer deed**
Approve the transfer deed and send it to you for signature.
-  **Exchange Contracts**
Formally 'Exchange Contracts' with buyer's solicitors.

Completion & moving

What you need to do



Key hand over

Advise us of key hand over arrangements.



Begin packaging

Begin packing!



Cleared property

Make sure you have cleared the property by the agreed hand over time.

What we do for you



Key hand over

Advise buyer's solicitors of arrangements for handing over keys to property.



Receive balance

Receive balance of purchase monies from buyer's solicitors.



Pay off balance

Pay off balance of the mortgage.



Send deeds

Send deeds to buyer's solicitors.



Send balance

Send balance of sale monies to you.

You've sold your house!