

# YOUR GUIDE TO SELLING YOUR HOME



## LET ADLINGTON LAW HELP WITH YOUR CONVEYANCING NEEDS

If you are selling a house, you will need a Conveyancer to act for you. Adlington Law's experienced team of Conveyancers are here to help you every step of the way. You will be comfortable knowing that you are in safe hands and we will always explain the legal process to you in a jargon-free way.

We are a modern law firm with state-of-the-art technology operating in a paperless environment, but maintaining and upholding the traditional family values which we believe are paramount to the customer service we offer all of our clients.

**Adlington law**  
*Private client specialists*

## WHAT'S THE PROCESS?

We know that moving house is on many occasions a stressful experience and due to our proven experience in the market we understand the challenges that you will face. We offer a bespoke legal service by providing you with your own personal Conveyancer who will deal with you every step of the way for a competitive fee. We are honest, reliable, and we will guide you through the journey providing exceptional customer service which is at the heart of everything that we do.

## SELLING A HOUSE - ADLINGTON LAW FLOWCHART

### ABOUT YOU AND YOUR HOME....

You will be asked by us to confirm your instructions and provide some personal details along with primary ID such as a passport or driving licence and proof of residence in the form of a bank statement/utility bill. You will also be asked to fill in a Property Information Form including some specific details about the property, its boundaries and any alterations to the property etc. If you have any additional paperwork such as planning permissions or notices, then these will be required by us to send with the Contract papers. We will also ask you to complete a Fixtures, Fittings and Contents Form to say what you will be taking and leaving behind. If the property is leasehold, you will be asked for information about who you pay ground rent and service charges to.

### OUTSTANDING MORTGAGE OR LOAN?...

If there is a mortgage/other loan secured on your property, we will request a redemption figure from the lender(s) to find out how much is outstanding. This will then be paid out of your sale proceeds on completion.

### INFORMATION FOR LEASEHOLD PROPERTIES...

If it is a leasehold property we will contact your landlord / management company to ascertain more details in respect of ground rent and service charge payments.

### DRAFTING IMPORTANT PAPERWORK...

Contracts are drafted and sent with the property information forms and Land Registry documents, as well as any additional documents you have provided, to the buyer's conveyancers. They will then undertake the usual searches.

### ENQUIRIES..

The buyer's conveyancers will examine all of the documentation and raise any enquiries they have. We will call you or email you to discuss anything they have queried.

### SIGN CONTRACT...

Once the draft Contract has been approved and agreed between the conveyancers we will send you the Contract and Transfer for signature. You should read the Contract carefully, sign it and return it to us. The Transfer is the legal document which both seller and buyer sign to transfer the ownership of the property. This must be signed in the presence of an independent witness over the age of 18 years. The original Contract and Transfer should be sent back to us.

### AGREE COMPLETION DATES...

Once the buyer's searches and mortgage offer are received by their conveyancers and all outstanding issues are resolved, the chain will begin the process of agreeing a completion date in readiness for exchange of Contracts.

### FINAL REDEMPTION FIGURES...

We will obtain final redemption statements from your lender(s) and make sure we have all of your signed documents.

### EXCHANGE CONTRACTS...

When the Contracts have been exchanged, both the seller and buyer are contractually bound to complete on the agreed completion date.

### TRANSFER OF MONIES...

On the day of completion, the buyer's conveyancers will send the monies to purchase the property to us by telegraphic transfer.

### PAYING OFF YOUR MORTGAGE

As soon as we receive the monies, we will pay any existing mortgage on the property, the Estate Agents invoice and if applicable, any leasehold fees.

### KEY RELEASE...

Once the monies, have been received we will contact the Estate Agent, and the keys will be released.

## HOW MUCH WILL IT COST?

Why not contact Adlington Law Conveyancing Department now on 01257 686386 and we will be happy to help and advise or email your enquiry to [enquiries@adlingtonlaw.co.uk](mailto:enquiries@adlingtonlaw.co.uk) and one of our team will get back to you as soon as possible.



### Other Services available:

- Wills - Funeral Plans - Equity Release - Trusts - Probate  
- Family Law - Lasting Powers of Attorney - Personal Injury



**Carol Nuttall**  
Director/Solicitor

**Adlington law**  
*Private client specialists*

Adlington Law Limited, 4 East Terrace Business Park,  
Euxton Lane, Euxton, Chorley PR7 6TB. Telephone : 01257 686386  
Email : [enquiries@adlingtonlaw.co.uk](mailto:enquiries@adlingtonlaw.co.uk) Website : [www.adlingtonlaw.co.uk](http://www.adlingtonlaw.co.uk)  
Facebook: [adlingtonlawltd](https://www.facebook.com/adlingtonlawltd) Twitter: @AdlingtonLaw

Adlington Law is authorised and regulated by the Solicitors Regulation Authority . Reg No 623409