



WRIGLEY CLAYDON  
SOLICITORS *since 1795*

Oldham 0161 624 6811  
Todmorden 01706 815712

# Helping you to get moving...

A guide to selling your home

## Property Sale Transaction Guide

When selling a property there are certain matters that need to be dealt with and below is a short guide as to how the transaction will follow to give you an idea on what is involved.

- Once you have accepted an offer on the sale of your property you need to appoint a Wrigley Claydon conveyancing Solicitor to deal with the legal work.
- You then need to instruct your Estate Agent to send details of the agreed sale to us.
- We will send initial letters and property forms for you to complete and return. At this point you will be asked to provide ID. A partial payment of £50 will be paid to us at this stage for disbursements (legal fees to be paid on completion).
- We will write to the Buyer's Solicitors to confirm they are instructed for the Buyer.
- You will then be asked to complete a questionnaire and other forms about your property. These documents will form the Contract for the Transfer of Ownership to the Buyer.
- The questionnaire will cover things such as, which fixtures and fittings are included in the sale (carpets, curtains, kitchen appliances, etc), details of the property boundaries, if you have had any disputes with neighbours and any planning restrictions on the property.
- Once the questionnaire is complete and we are satisfied with the findings, these documents and a draft Contract is issued by us to the Buyer's Solicitor.
- The Buyer's Solicitors will check the details of the Contract, the legal title (or title deed which lists the current and past ownership of the property) and raise any enquiries back to us. They will also put their searches in hand.

[continued overleaf](#)

Whatever your needs, it will pay you to consult us sooner rather than later

- Once enquiries are received by us they will be forwarded to you, the Seller, to answer.
- These queries must be answered and dealt with before the conveyancing process can continue and the sale of the property goes any further. We will advise you about how best to resolve any issues.
- The Buyer's Solicitor will receive the answers to any queries they have raised from us, and in certain circumstances, copies of documentation to prove action has been taken to resolve matters.
- We will ensure all redemption figures are obtained if you have an existing mortgage to repay and any other title matters that need to be dealt with prior to Exchange of Contracts.
- Once the Buyer's Solicitor has confirmed they are satisfied with all the paperwork and details of the Contracts, Exchange of the Contract can take place.
- Exchange of Contracts confirms the Buyer's intention to purchase the property and the Seller's agreement to sell it. The contracts are legally binding and once signed may incur financial penalties if either party changes their mind.
- Once the Exchange of Contracts has taken place, Completion dates will be agreed.
- Completion is the day the Buyer can move into the property and the money changes hands.
- The Buyer's Solicitor will transfer the funds of the sale to us. Once received we will authorise release of the keys to the buyer and arrange to transfer the funds to you after redeeming your mortgage and paying the estate agents.
- The Buyer's Solicitor will register the new owner's name with the Land Registry meaning they now own the property and the process is complete.

## What shall I do next?



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If you are looking to sell your home, please contact our Conveyancing department. We will be happy to provide further information, answer any questions you may have and arrange an appointment for you to discuss your requirements. We look forward to acting on your behalf.

**Direct Helpline: 0161 785 3572**

Established in 1795, we've adapted to changing times and provide a service which recognises that solicitor's clients demand not only efficiency and to be kept constantly informed but also friendly and approachable treatment.

Wrigley Claydon try to combine all these attributes and, whilst using the very best of modern technology, remember that our clients are sensitive people, like us, often facing the most critical decisions of their private or business life.

With this in mind it is the philosophy of the firm to offer a warm welcome and a sympathetic and understanding service, as well as good advice and efficiency.

We also see it as our task not only to solve your problems but, wherever possible, to prevent them arising in the first place by providing sound and constructive advice on a regular basis, throughout your business or personal life.

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