

VENDOR CHECKLIST

As a vendor, you too have responsibilities you are required to comply with. There are special conditions in your contract you need to abide by and therefore we have created the below checklist to make the process to be streamlined for both yourself and the new owner.

When you are preparing your Contract of sale with your conveyancer, you should think about what you would like to mark as an inclusion or exclusion as the Contract reads 'what you see is what you get'. For the process to run smoothly, we want and encourage the purchaser to know what they're paying for and to make it easier on you as the vendor, to know exactly what you need to leave or remove from the property prior to settlement.

Please note that the house is to be in the same condition as when you entered into binding Contracts. Anything that was not working or was damaged at the time of exchange, does not need to be rectified, however if any further damage has occurred after exchange, this will need to be fixed or will the purchaser will need to be compensated.

CHECKLIST WHEN PREPARING CONTRACT:

- Check around your home for what you would like to include or exclude in your sale.
- Check that all inclusions are in good working condition. If they are not, be sure to let your conveyancer and agent know.
- Think about what settlement period you may want. (a longer one to find another property, a shorter one as the property is vacant, a set date, etc).
- Make an appointment with your conveyancer to complete all necessary paperwork or return signed copies via email or post.

CHECKLIST WHEN YOU HAVE ACCEPTED AN OFFER:

- Let your conveyancer know that you have accepted the offer.
- Complete your Discharge Authority form with your bank and provide a copy to your conveyancer (if applicable).
- Organise to sign your contracts (this will either be with your conveyancer or your agent).
- Let your conveyancer and agent know the bank details for where you would like your surplus funds to go.

Your settlement period has started from the time the contracts were dated. Your conveyancer will let you know your set settlement date. This is the date your property (if providing vacant possession) needs to be free from all belongings not noted on the contract and left in the exact same condition as at the time contracts were dated and all property occupiers to have vacated the property. Keys are also required to be handed to the agent ready for settlement.

CHECKLIST PREPARING FOR SETTLEMENT:

- Look over the breakdown of settlement figures your conveyancer has provided you and let them know if you are satisfied or not.
- Ensure any works that have been agreed to be completed before settlement have been finalised.
- If the property is not being sold with tenants, ensure the property is left clean and tidy and free of furniture and rubbish.
- Cancel direct debits that have been set up for payments linked to that property (e.g, utilities, insurance, etc)
- Book a removalist.