CLEAR PRICE GUARANTEE

HOME SWEET HOME

A guide to buying and selling property.

QualitySolicitors
Yates & Co

A guide to help you

We know that the legal side of buying or selling your home can seem quite complicated and stressful, so we've put together this guide to help simplify things. We've given you the key information, steps and timescales involved when it comes to buying and selling your home, but if there's anything we've not covered or you want to know more about, please get in touch or pop in and see us, we're always happy to help.

Your property solicitors, at your service

The good news is if you're looking for a local solicitor to take care of your legal work, as a legal brand, we are one of the largest group to do conveyancing work in the UK*, and we do it from our network of over 200 branches, so you can be sure that we know your local area. We'll do all we can to ensure everything runs smoothly and keep you informed every step of the way.

We are local

All of our services can be tailored to your personal circumstances and all requirements can be discussed face to face with your lawyer – that's the nice thing about being local. Please call us for your Free First Advice or visit **www.qualitysolicitors.com/yatesandco/services/housing-and-property**

A QualitySolicitors Guide

Disclaimer: this guide is provided for information purposes only. We have done our best to ensure that the information contained in this guide is correct as of 03.01.2014. It applies only to England and Wales. However, the guide has no legal force and the information may become inaccurate over time, due to changes in the law. It is not possible to cover every situation or point in this type of guide and some of the information is over-simplified. The information in this guide does not constitute legal advice and we will not be liable to you if you rely on this information. Before you take any action, you should find out how the law applies to you and your particular situation by taking legal advice as soon as possible (to avoid any deadlines that may apply). Please get in touch as we offer a range of affordable services and options.

*Land Registry data for 2012 conveyancing volumes.

Our home moving service – what you can expect

With us you can relax, safe in the knowledge that our legal team will be taking care of all the important stages involved in buying or selling a home. As part of our home moving service we will:

Investigate the property

When buying, we'll make sure you know exactly what you're getting for your money.

We'll let you know about any legal restrictions on the use of the building or land, issues over boundaries, rights of way, neighbour disputes and legal guidance on the surveyors' report.

Investigate the surrounding area

Where we can, we'll be on hand to support you with any price negotiations needed as a result of our investigations or because of the mortgage company's valuation. We'll also provide clarification over what is (or isn't) included in the final price, so you know exactly where you stand.

Finalise your contract for sale

Our property lawyers will make sure you have a contract for sale that's correct and covers any changes agreed during our negotiations, so it covers all the important issues and prevents any nasty surprises later on.

Getting started

To give you an idea of the steps and typical timescales involved in the conveyancing work when you buy or sell a home, we've provided the following overview. It's important to note however that timings will differ depending on your circumstances – if there's a chain, the age and condition of the property and how you're financing the sale. Whatever your situation our conveyancing team will always be transparent and keep you updated throughout the whole process.

Buying your home

The steps involved

1 Preparing to buy

Get in touch with us and your mortgage company early on, so everything's ready for when you find your new home and make an offer.

2 Property investigations (searches)

Once your offer has been accepted, we can start detailed investigations on the property.

3 Mortgage and property survey

Before they give you a formal mortgage offer, your mortgage company (if you're using one) will arrange a valuation. If you wish to have a survey or buyer's report done this can be arranged.

4 Contract negotiations

In most cases, we'll be able to help you with any negotiations needed following our investigations of the property survey. In very specific instances however the Law sometimes will not allow a firm to do this but we will be able to advise you if this is the case. During this stage we will try and arrange the next step which is the "exchange of contracts".

5 Agreement (exchange of contracts)

You and the seller confirm a binding agreement by getting your lawyers to exchange signed copies of the contract. The moving date is agreed and you will need to pay the deposit (usually 10% of the agreed price).

6 Moving day (completion)

The final balance will be transferred to the seller and we'll let you know when it's been received, so you can collect the keys from the estate agent and move in. We'll then pay your stamp duty and register the sale with the Land Registry.

Selling your home

The steps involved

1 Preparing to sell

Get in touch with us early on so we can get everything ready for when you accept an offer.

2 Buyer's investigations (searches)

We'll supply the buyer's solicitors with the information they need on your property as part of their investigations and help you respond to any questions they have.

3 Buyer's property survey or valuation

The buyer's mortgage company will arrange a property valuation before they agree to lend the money. We'll also give an indication of the final balance of any mortgage to be repaid on this property.

4 Contract negotiations

In most cases, we'll be able to help you with any negotiations needed following the buyers' solicitors investigations or the property survey. In very specific instances however the Law sometimes will not allow a firm to do this but we will be able to advise you if this is the case. During this stage we will try and arrange the next step which is the "exchange of contracts".

5 Agreement (exchange of contracts)

You and the buyer confirm a binding agreement by getting your lawyers to exchange signed copies of the contract. The moving date is agreed and the buyer will pay a deposit.

6 Moving day (completion)

You move out by the agreed time and give your keys to your estate agent. We'll let you know as soon as we receive the buyer's money. We'll complete the final paperwork needed.

Moving home checklist

Moving home can be exciting but it can also be challenging and we know there's a lot to think about. We hope this checklist helps you in the countdown to your move.

8-6 WEEKS TO GO

- Contact your removal company to identify possible removal slots (as early as possible). We advise to book a slot once contracts have been exchanged. Also check if you can take some time off work
- Ask friends and family for help on moving day
- Start collecting boxes, labels, tape and bubble wrap for packing

3 WEEKS TO GO

- Have a good clear out and start boxing up what you're keeping
- To help your removal company, label your boxes with which rooms they're to go in

2 WEEKS TO GO

- Notify any organisations of your moving date and new address, such as utility providers, banks, insurers, the DVLA, Passport Office and the Post Office to redirect your mail

2-3 DAYS TO GO

- Put valuable items and important documents in a safe place so they can't be misplaced
- Box up first day essentials like a kettle, tea, coffee, milk, snacks, some takeaway menus and phone chargers
- Put together a box of cleaning products, rubbish bags, light bulbs, toilet rolls, tools and other handy items

1 DAY TO GO

- Defrost your freezer
- Leave details for your buyers about rubbish collections and instruction manuals for any appliances and heating systems you're leaving behind

MOVING DAY

- Take the gas and electricity meter readings and details of the last call made from your landline before you leave
- Lock all doors and windows in the house, garage and shed
- Give your keys to the estate agents

The timescales given are for guidance only and the actual timescale of your sale/purchase will depend on the individual situation.

Who are QualitySolicitors?

Your local legal experts

With 200 branches across the UK, our solicitors are local, approachable and professional – all of them meeting rigorous quality standards to be part of our network. Everything we do is designed to make life easier and less stressful for you when dealing with your legal matter. You can count on us to be professional, easy to get hold of and to keep you fully informed of what we're doing and the progress of your case. We're also open on Saturdays. So whatever else is going on in your life, dealing with QualitySolicitors won't be a hassle.

QualitySolicitors offer the following key promises:

- Direct lawyer contact
- Free First Advice
- Saturday openings*
- Clear Price Guarantee
- Same-day response

*Contact your local office for availability on Saturdays

Next steps

The first step is to get your fixed price quote. Whether you are buying or selling (or both), we recommend that you do this early on so that we can advise you how to get everything ready and in place. This will enable us to then act quickly and secure the sale. Call for a fixed price quote on Nottingham **0115 947 4486** or Sherwood **0115 969 1188**. You'll speak with a friendly legal assistant who will take your details and will also check if you have any deadlines or special requirements. Or get your quote online by going to **www.qualitysolicitors.com/yatesandco/services/housing-and-property**

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