

Guide For Sellers

May we remind you of the following matters requiring attention after contracts have been exchanged.

1. COUNCIL TAX

- a) If you pay by installments or by direct debit, please notify the local authority of the date of your move and of the name of your Buyer and ask the authorities to make any necessary arrangements.
- b) If you pay by cheque or cash, please arrange any final payment or refund.

2. WATER AND SEWERAGE RATES

- a) If you pay by installments or by direct debit, please notify the local authority of the date of your move and of the name of your Buyer and ask the authorities to make any necessary arrangements.
- b) If you pay by cheque or cash, please arrange any final payment or refund and ensure with the authority that future demands after you have moved go to the new owner.

3. GAS ELECTRICITY AND TELEPHONE

Please notify the authorities of the date of your move and inform them as to where the closing account should be sent. Please do not forget to arrange for the new supply/connection to any house or flat to which you are moving.

4. MORTGAGE

If you have a mortgage then please cancel any standing order and please do not make any further payments. We will obtain a statement of the amount due up to the completion date.

5. INSURANCE

a) Building

You should not cancel your present policy before completion has taken place. If you have a mortgage then this will happen automatically.

b) Furniture

You should notify your insurance company of the date of your move and of your new address and make sure your furniture is covered whilst in transit.

6. KEYS

Would you please let us know where you will be leaving the keys after you have moved out of the property. If Estate Agents have arranged the sale then we suggest that, if possible, the keys are left with them. It is essential the keys are not handed to the Buyer until we have informed you that completion has taken place.

7. OCCUPATION BY YOUR BUYER

Please note that your Buyer is entitled to occupation of your property as soon as he/she/they or their representatives have paid the purchase monies and so (particularly if you are not employing removal contractors) can you please let your Solicitor know if you anticipate your property will not be cleared of your belongings by say 11.30 am on the moving day.

8. CAPITAL GAINS TAX (CGT)

If you will own one or more other properties after completing your proposed sale, please be aware that there may be CGT implications arising from your sale, and we would recommend that you consult your accountant for specific tax advice before you authorise an exchange of contracts.

9. STORAGE OF PAPERS AND DEEDS

After completing the sale/purchase, we are entitled to keep all your papers and documents while money is owing to us for our charges and expenses. We will keep our file of papers (except any of your papers which you asked to be returned to you) for not less than six years and on the understanding that we have your authority to destroy the file six years after sending you our final bill.

We will not destroy documents you ask us to deposit in safe custody. At the moment, unlike the banks, we make no charge for this service.

If we retrieve papers or documents from storage in relation to continuing or new instructions to act in connection with your affairs, we will not normally charge for such retrieval. However we may make a charge based on time spent producing stored papers or deeds or documents to you or another at your request. We may also charge for reading correspondence or other work necessary to comply with the instructions given by you or on your behalf.