

# SELLING

*Selling property can be less stressful when you understand the process.  
This step-by-step guide will give you a brief summary and, help to walk you through the process.*

## 1 Property Valuation



Your aim should be to sell your property at the best possible price in the shortest possible time. Living and working in the area for many years gives Hinchliffe Holmes intimate and unparalleled knowledge of property values.

## 2 Selecting An Estate Agent



When choosing an estate agent, consider their opening hours, viewing times, how long your property will remain in the shop front window and what kind of marketing your property will receive. These are critical to obtaining the maximum exposure and price for your property.

You should also check if your agent will organise your government-required Energy Performance Certificate (EPC) on your behalf or if you need to arrange this yourself? Hinchliffe Holmes can arrange this for you.

## 3 Presenting Your Property



First impressions count, making the presentation of your property critical to a successful sale.

Consider addressing any DIY jobs you have been meaning to get done, add a fresh coat of paint where necessary and try to de-clutter to make rooms appear larger.

We can then take then take photographs, produce floorplans and write comprehensive property descriptions, all in just one visit

## 4 Marketing Your Property



To find your perfect buyer you need to give your property maximum exposure across a wide range of media.

When you instruct Hinchliffe Holmes you will automatically benefit from our unrivalled, comprehensive marketing package, including: exposure on our interactive website, exposure on other property portals, full colour property details, continuous shop front exposure, inclusion in the weekly newspaper, newspaper / magazine editorials, email alerts and most of all dedication and hard work.

## 5 Viewings



Viewings are essential to maximise further exposure and opportunities for your property. Accompanied viewings also mean we can use our expertise to help sell your property.

Our office is open:  
9am – 5:30pm Monday to Friday  
9am – 4:30pm Saturdays  
11am – 3:30pm Sundays and Bank Holidays

In addition, we are keen to promote our out of office hours viewings as we recognise people can't always take time off work to view.

## 6 Receiving An Offer



As soon as an offer is received we will notify you both verbally and in writing.

Any special conditions of the offer will also be stated in writing and we will check the buyer's ability to proceed before you decide whether to accept the offer.

## 7 Accepting An Offer



Once you have accepted an offer you will need to do instruct your Solicitor to proceed with the conveyancing.

We will then:

- Request you to confirm your Solicitor's details
- Prepare and issue a Memorandum Of Sale to all parties confirming the agreed sale price and any conditions

Your solicitor will send out a draft contract to the Purchaser's Solicitor who will then carry out preliminary enquiries.

At this stage you will also be able to agree on dates for the survey on your property, exchange of contracts and proposed date for completion.

We will advise you and negotiate on your behalf throughout this process, keeping you informed every step of the way.

There are no legal obligations until contracts are signed.

## 8 Conveyancing



The successful sale of your property can be reliant on the instruction of an efficient and experienced solicitor. It is a good idea to do some research and make a decision before you put your property on the market as this will help to avoid delays.

As part of the conveyancing process the Purchaser's Solicitor will do the following:

- Raise any enquiries on receipt of the draft contract from your Solicitor's
- Request Searches
- Agree on a date for exchange of contracts

We will advise you and negotiate on your behalf throughout this process, keeping you informed every step of the way.

## 9 Exchange Of Contracts



Once the Purchaser's Solicitor is satisfied with all replies to enquiries from your Solicitor, the contract has been signed by both parties and the deposit (usually 10% of the purchase price) will be paid from the Purchaser's Solicitor's Client Account to your Solicitor's Client Account.

The completion date is set by mutual agreement and exchange of contracts can take place.

## 10 Completion



Completion is when the residual monies (usually 90%) which either is requested from your Purchaser's or the Purchaser's lender's by their Solicitor is transferred into the Purchaser's Solicitor's Client Account, at which point the Purchaser's Solicitor will then transfer the monies into your Solicitor's Client Account.

We will make arrangements to release the keys once the money has cleared in your Solicitor's Client Account and notification is given that keys can be released.

**Congratulations, your property is now sold!**