



# Get Your House In Order

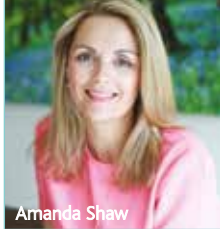
— CHECKLIST —

Use our failsafe checklist for getting ready to put your house on the market, and minimise the stress of selling.

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## Get your house in order...



Amanda Shaw

It's a well-known fact that moving house is one of the most stressful things you will do during your lifetime.

If you are selling one property and buying another, the pressure is even greater. However, it really pays to get organised. There are plenty of things that you can do before you even put your house on the market to minimise the stress that you'll feel during the transaction, and to limit the number of problems that will need to be resolved.

We are an unusual firm of solicitors, in that we only do conveyancing. This means that we've worked on literally thousands of property transactions. We know that the clients that are the most likely to get the house that they want, with the minimum of difficulty, are the ones who are the most organised.

That's why we've created this checklist to help you get ready to put your house on the market and buy another.

Start working through the items on our list and you'll be well ahead of the game before you've even got your house on the market.

## Preparing to Sell

- Find all the paperwork from when you purchased your current property. Some of it will be out of date, but you will have documents that your buyers may ask for. Replacing them will take time (slowing down your transaction) and money (making it more expensive). Look for your paperwork now.
- Find the certificates for all the work and maintenance that you've had done on your current property. This includes:

- Electrical certificates.
- Wood-burning stove certificate (HETAS).
- Boiler servicing report - if you have not had the boiler serviced in the last year, get it done now.
- Extension or other building works completion certificate and/or planning permission.
- Chimney sweep records.
- Window (FENSA) certificates.
- Oil tank or boiler replacement certificates (OFTEC).



- Get quotes for conveyancing services as early as possible. It's harder to choose the right solicitor when you are under pressure, and as soon as you have found the right house and had your offer accepted, you'll need to provide the name of your solicitor.

Continued overleaf...



✓ Find all the paperwork from when you purchased your current property

○ As soon as you have chosen a conveyancer, make them aware of any unresolved legal issues. These could include:

- Your house has an unregistered title (this could apply to you if you have owned your property since 1986). Instruct a solicitor to register it before your sale is agreed.
- Ongoing disputes with neighbours.
- Threat of nearby building work.
- You are selling part, but not all of your land.
- Building works to your house that have been completed, but have not been signed off with a Building Regulations Final Certificate.
- Any differences between the boundary positions on the ground and on the legal plans. It is surprisingly common for houses to have lost or gained a piece of garden over the years.

○ A good conveyancer will ask lots of questions about the property that you are buying or selling when preparing your quote. This allows them to quote accurately so that you don't end up with unexpected increases in their fees later. Expect to be asked the following;

- Whether you have or will need a mortgage and if so who the lender is. Some lenders are harder to work with than others! This might have an effect on the fee.
- Whether the property is freehold or leasehold. Leaseholds are far more complicated so the legal fees to deal with them are always higher. Not all flats are leasehold and not all houses are freehold.
- Whether the property is subject to any service or maintenance charges. These charges used to only apply to flats but now also apply to many newer houses. Have a copy of your last bill handy with all the contact details for the management company. Your conveyancer will need to ask them for a pack of information which can take weeks to arrive.
- Whether the property is a listed building. If so, be prepared to list any works (internal or external) that have been carried out at the property since it was listed.
- Whether you live on a private road. If so, you'll need the details of who maintains it.
- Whether you are on mains drains or have a private drainage system. If private, they will need all the details about how it is maintained and who else uses it.
- Whether you are buying or selling the whole, or part of a title.
- Whether you are using any of the government's 'Help to Buy' schemes. These schemes create a lot of extra legal work.
- Whether the house is 10 years old or less. We need to check all of the planning and building regulations history for more modern houses.



✓ These are the steps that we recommend you take before you even accept an offer on your property, but if you have already done that, don't worry. You can easily catch up.

✓ If you need more help or a quote for buying or selling a property, please feel free to give us a call on 01403 710742. We are always available to answer your questions, and we always give good advice.

## About Amanda Shaw Solicitors



Amanda Shaw Solicitors have been advising businesses and individuals on buying and selling property since 2007.

We are one of the few local firms who specialise in conveyancing. Doing only this work means that we have a huge depth of experience. This experience allows us to see problems before they arise, resolve them quickly and keep your transaction moving forward, on terms that best suit you.

And, on occasion, we've been known to advise against proceeding, because we've considered the purchase or sale too much of a risk for our client's long-term security.

Our goal is to work hard enough to allow you to feel as relaxed as possible while we move towards completion. We do this by providing ultra-responsive communications, by explaining every step of the process, and by offering only the best, heartfelt advice.

We don't claim to be the cheapest conveyancer in the market. But, we know that by providing the sort of honest guidance that we would give to our friends, combined with our deep legal expertise, we are giving an excellent service and the best result for every single one of our clients.



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- ✓ Giving excellent advice to property buyers and sellers.
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Contact us for a quote...