

SELLER'S SURVIVAL KIT

15 tips - read them now.

If you are selling a flat or a maisonette.....

- 1 Bear in mind that if your lease has fewer than 80 years unexpired on the Lease many buyers are reluctant to purchase, and under 75 years, some lenders are reluctant to lend.

The cost of renewal of a lease which has more than 80 years to run is fairly modest: once the lease has fewer than 80 years left it increases dramatically. As you are not entitled to extend your lease until you have been registered as owner for two years, you may find that buyers want you to extend the lease (or at least get the process going) before the sale starts. Older leases may also contain defects which may in themselves make them unacceptable as security for a mortgage. If you own a share of the freehold or in a company which owns it, perhaps it is time to think about having your lease extended. Obviously, in such a case, the cost of extension should be much less.

- 2 Try to get together as much information about past service charges and proposed works as possible, and get hold of a copy of the Buildings Insurance: it's sure to be needed.
- 3 Try to make sure you're up to date with payments due to the Landlord/Managing Agent. If there are any disputes, it is best to get them sorted out if possible.
- 4 Do let us know if any other flat owners have had difficulties with their sale. Many problems can be "nipped in the bud"!

If you are selling any property...

- 5 Your Buyer is certain to do a survey. It's quite likely that this may be used to try to reduce the price. It's not a bad tactical move to accept the offer on the basis that you aren't going to reduce the price on account of obvious defects, such as the exterior condition of the property, or minor defects, such as a renewal of a damp course or small items of woodworm treatment.
- 6 You should instruct your agent to monitor very closely the course of your Buyer's Mortgage application.
- 7 If you're selling a house, the buyer may still want to use the same company as you to insure. You may wish to raise this with them privately.
- 8 If you have altered your property in any way, then you'll need to find all the paperwork. This includes:
 - (i) Extensions
 - (ii) Loft conversions
 - (iii) Pavement crossovers
 - (iv) Internal structural works
 - (v) Window replacements, conservatories and double glazing (since 2001)
 - (vi) Electrical works (since 2004)
 - (vii) Gas installations and plumbing

If there are any works which need permission but have not got them, it is normally best to get them approved now. Don't let it become a stumbling block!

- 9 If you have let the property, you must advise us. If it is intended that the tenants go before the property is sold it is important that this is arranged so as to lead to minimum delay.

If you have a mortgage.....

10 Is there a penalty associated with the redemption of your mortgage? If there is, look into ways of having it waived. Some lenders will allow you to transfer the mortgage without paying the penalty to a new property.

11 If you have an endowment mortgage, will you want to keep your policy going or cancel it. If you have it, please let us know.

12 If you are in arrears with your mortgage, or have second loans on the property, then you should let us know. If you don't it can cause all kinds of problems.

Generally - keep your eyes open and keep us informed.

13 If something comes up which you are not sure about, ask. Never assume that 'it will be OK'.

14 Have you checked up to see if your sale has tax implications? Will it give rise to a capital gains tax bill? You may need to take advice from an accountant.

15 Please do share your problems with us:

- (i) If you need to move before a particular date
- (ii) If you are in arrears with your mortgage
- (iii) If you are in dispute with neighbours or a freeholder
- (iv) If you get any official notices relating to the property
- (v) If your financial arrangements change
- (vi) If anything else arises which may affect the transaction

Do let us know.

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WHAT HAPPENS NEXT!

**This is a guide to what you can expect to happen in your
Conveyancing Transaction.**

Time	Things you do.	Things done by the Your Solicitor	Things done by the Buyer's Solicitor	Things done by others.
Early Stages	Instruct your Solicitor and authorise him to obtain the Deeds from your Lender (or hand them over if you have no mortgage).	Sends you an estimate of fees on request. Writes to Buyer's Solicitor.	Makes contact with your Solicitor	Buyer makes and offer via Estate Agents (if any) and instructs Solicitors. Sends Solicitor a cheque to cover Search Fee (normally £150). Estate Agents notify all parties of sale.
		Sends you a Questionnaire so that Buyer's Enquiries can be answered. Writes off for Deeds (if appropriate). Sends off for up to date copies of the Land Registry Entries	Sends off Local Search.	
Sorting out money	Returns Property Information Forms to your Solicitor and collects information to deal with any outstanding queries.	Obtains Deeds and sends copies, together with draft contract, to Buyer's Solicitor, and if possible also answers to Enquiries.		Buyer applies for Mortgage and arranges for Survey. Lender does survey, as does Buyer's surveyor, if different.
			Receives draft contract and raises any extra questions. Approves contract.	Mortgage Offer issued by Lender and sent to Buyer and Buyer's Solicitor

Time	Things you do.	Things done by the Your Solicitor	Things done by the Buyer's Solicitor	Things done by others.
Getting ready	<p>Start thinking about what date you would like to move.</p> <p>Provisionally book removals.</p>	Sends contract to you for signing.	<p>Prepares reports on:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Title to the Property <input checked="" type="checkbox"/> The Lease (if Leasehold) <input checked="" type="checkbox"/> Planning Search <input checked="" type="checkbox"/> The Contract <input checked="" type="checkbox"/> The financial implications of the sale. 	Local Search returned by Local Authority.
Doing the exchange		<p>Solicitor gets in touch with Buyer's Solicitor and agrees a date for completion.</p> <p>When everything is agreed, contracts are exchanged on the telephone.</p>	Checks on completion date.	Buyer reads report and sign Contract, after asking any questions. You pay a deposit (usually 5-10% of the price) to your Solicitor.
		Contract sent to Buyer's Solicitor.	Contract and deposit sent to your Solicitor.	
Preparing for completion	<p>Finalise removal arrangements.</p> <p>Attend your Solicitor's office and sign final papers, bringing proof of identity.</p>	<p>Approve transfer Deed and have it signed by you.</p> <p>Find out how much money is owing on your Mortgage (if any)</p> <p>Answer Requisitions and provide a Completion Statement.</p>	<p>Prepare final papers, and accounts.</p> <p>Send draft transfer deed to Buyer's Solicitor for approval, with completion arrangement questions (Requisitions)</p> <p>Send off to Lender for mortgage money.</p> <p>Make final Searches at Land Registry.</p>	

Time	Things you do.	Things done by the Your Solicitor	Things done by the Buyer's Solicitor	Things done by others.
Completion nears		Check that all is in order.	Make sure that everything is ready for completion.	Buyer pays any money due to finance the transaction so that it is in your Solicitor's hands in time to be cleared for completion. Finish packing.
The Big Day	Move out. Telephone Solicitor at mid-day to check all has gone well. Make sure keys are with estate agent.	Release keys. Pay off your Mortgage. Send Deeds to Buyer's Solicitor. Send rest of money to you.	Send purchase money by Bank transfer to your Solicitor.	Buyer moves in.
Afterwards	You live happily ever after....	When form of receipt and discharge for your Mortgage is received, send it off to your Buyer's Solicitor.	Attends to post-completion work.	
And finally...		Keep file for 10 years in case there are any queries.		