

HOUSE SALE GUIDANCE

Thank you for instructing us to act on your behalf in your property sale. Our aim is to make the matter as trouble-free as is possible.

We enclose the following documents that will assist us in dealing with your matter quickly. Please complete all of these where indicated. **It will delay matters if these forms are not returned to me duly completed.**

1. Property Information Form, together with Fittings and Contents Form, and where appropriate a Leasehold Information Form. These will then be forwarded to the Buyer's Solicitors for use by the Buyer. Therefore, please read the explanatory notes on the questionnaires carefully before completing and returning to me. The best advice we can give in relation to these forms is to answer honestly where you are able to do so. If you don't know or aren't sure about something indicate that on the form. In no circumstances should you be deceitful as this can lead to a claim for mis-representation by the Buyer.
2. Property Client Questionnaire – please complete this fully and return as soon as possible
3. Proof of Identity Form – please let me have the forms of identity as requested. Please note that if you are not currently residing at the property that you are selling, we will also require at least two forms of ID linking you to the sale property.
4. Occupiers Form – please provide details of all other adult occupiers of your current property who are aged 17 years or over.
5. Summary of Instructions Form – please complete in full.

Please send us any Title Deeds and Documents that you may have in your possession. This will expedite matters as we will be able to draft the contract and submit relevant documentation to the Buyer's Solicitors immediately upon receipt.

Please also forward us your most recent mortgage statement for our records.

It is possible that the Buyer's Solicitors may raise some further enquiries in due course. If so, we will contact you.

We ask all clients to provide a cheque in the sum of **£50.00** made payable to Rubin Lewis O'Brien to cover the initial expenses on your account. Alternatively, you may also pay by credit or debit card by providing your card details over the telephone or attend at our office with cash.

We have a specialist Property Department providing a fast, efficient and cost effective service. We are committed to exceeding our clients' expectations and are proud to hold the Law Society's Lexcel accreditation, only awarded to firms with the highest standards of management and client care.

In addition, we have been awarded the Law Society's Conveyancing Quality Scheme Accreditation which sets our Property Department apart, recognising that we have the mark of excellence in good and efficient practice management standards for all residential property transactions.

Should you have any queries then please do not hesitate to contact me. If you have queries that you would like to discuss relating to our initial paperwork, please telephone the office and ask to speak to a member of the Conveyancing Department, who will be able to assist you. If you would like to attend the office, please arrange an appointment beforehand where possible as we may not have the availability to see you there and then if an appointment is not arranged in advance.

Checklist:

Have you sent us all of the following?:

Please tick

1. Property Information form, Fixtures and Contents Form and Leasehold Information Form?
2. Property Client Questionnaire?
3. Proof of Identity Form and associated documents?
4. Occupiers Form?
5. Summary of instructions form?
6. Cheque or card payment for £50.00?