

INFORMATION FOR THE SELLER AFTER EXCHANGE OF CONTRACTS



Clarkson Wright & Jakes Ltd
Solicitors and Notaries

Now that exchange of Contracts has taken place, this means that your sale is now legally binding and that the transaction will be completed on the completion date as specified in the accompanying letter. This is the date on which you must move out of the property and the date on which your buyer is entitled to move in.

You should now take the following action:

1. Vacate the property as early as possible on the completion date, certainly before noon, and let us know where the keys can be collected from by your buyer. Please DO NOT hand the keys over directly to your buyer without checking with us first to make sure that all monies have been paid.
2. Contact the electricity, gas and telephone authorities, as applicable, and notify them that you are moving home on the completion date and give all of the authorities your forwarding address. You will need to take your meter readings on completion.
3. Contact the Water Authorities and inform them of the completion date, giving the name of the buyer and giving your forwarding address.
4. Contact the Council Tax Department of the Local Authority to inform them that you will be vacating the property and on what date.
5. Arrange with the Post Office for redirection of all your mail as from the completion date.
6. Please note that buildings insurance and/or contents insurance should not be cancelled until after the completion date.

In the meantime, we will be dealing with the following matters on your behalf:

1. Ensuring that the Transfer Deed is correct and signed by all relevant parties.
2. Obtaining a Redemption Statement from your Mortgage Lender (if any) up to the completion date.
3. We will now prepare a final statement for you to account for all the financial elements of the matter.
4. Making final arrangements with the buyer's solicitors concerning completion.
5. Protect your purchase with the Land Registry and make any searches in this regard.

Protecting your assets

After completion is a good time to review your personal circumstances. Your home is probably your largest asset and if you do not have a will in place to protect it and the other parts of your estate on your death then it will be divided in accordance with intestacy rules. Contact our **Wills & Estates Department** on **01689 887870** for information on our fixed price will service.

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