CAMBRIDGE CONVEYANCING | Bradley Armorgie

Selling your home

A simple guide to the sale process - what we handle, what you may need to do, and when the key moments arrive.

YOUR JOURNEY

From accepting an offer to handing over the keys

A sale involves your buyer, their solicitor, their lender and often a chain. Prompt information at the beginning makes the journey smoother for everyone.

1	2	3	4	5
Set up	**Prepare**	**Answer**	**Commit**	**Hand over**
Forms & ID	Contract pack	Enquiries	Exchange	Completion

What helps most

- Complete property forms fully and honestly
- Gather guarantees, certificates and service records
- Reply quickly to questions
- Talk to the agent about realistic completion dates

A little perspective

- Your buyer needs time for checks and mortgage work
- Leasehold sales normally require a management pack
- Questions are normal: they protect both parties
- We will tell you when your input is genuinely needed

STEP 1

Set up the file

Your legal team completes onboarding and gathers everything needed to prepare the sale papers.

- The estate agent sends the memorandum of sale.
- You provide ID, proof of address and source-of-funds information where required.
- You complete the property forms and fixtures-and-fittings list.
- Your solicitor obtains the title information and checks any existing mortgage.

YOUR NEXT MOVE: Complete forms carefully and with as much detail as you can. Missing information at this stage often creates questions later.

STEP 2

Prepare the contract pack

Once the opening information is in place, your solicitor sends the draft contract pack to the buyer's solicitor.

- The pack includes title documents, property information and the fixtures-and-fittings list.
- For leasehold sales, a management information pack is usually needed.
- The buyer arranges searches, valuation and mortgage work.

YOUR NEXT MOVE: If your property is leasehold, consider ordering the management pack early. It can be one of the slower parts of a sale.

Getting to exchange and completion

Once your buyer is satisfied, attention turns to signing, agreeing dates and making the move happen.

STEP
3

Answer enquiries

The buyer's solicitor will raise questions about the title, forms, searches and any points that need clarification.

- Your solicitor answers the legal points and comes back to you where your knowledge or documents are needed.
- You may be asked for certificates, guarantees, planning or building regulation paperwork, service records or details of works.

YOUR NEXT MOVE: Reply as quickly as you reasonably can, even if the answer is simply that a document cannot be found. We can then advise on the best route forward.

STEP
4

Exchange contracts

Exchange is the moment the sale becomes legally binding and the completion date is fixed.

- You sign the contract and confirm the agreed completion date.
- The buyer provides their deposit and, once the chain is ready, the solicitors exchange contracts.

YOUR NEXT MOVE: Stay contactable on the day of exchange. Only after exchange should you commit to removals or final moving arrangements.

WATCH OUT: Exchange and completion can occur on different days, but occasionally take place on the same day.

STEP
5

Complete and hand over

On completion day, the buyer's solicitor transfers the purchase money to your solicitor. Once received, the sale is complete.

- Your solicitor repays any mortgage from the completion funds and accounts to you.
- The estate agent is authorised to release keys to the buyer once funds are received.

YOUR NEXT MOVE: Leave the property cleared, take meter readings and return all keys as agreed. Completion can happen at any point during the working day.

The words you will hear most

Here is the jargon that tends to matter most during a standard sale.

Contract pack	Enquiries	Exchange	Completion
The legal and property information sent to the buyer.	The buyer's solicitor's questions about the property.	The legally binding commitment point.	The day the money is received and keys are released.

Preparation early in the process is the best way to keep a sale from stalling later.

General information for residential transactions in England and Wales. This guide describes a typical process; individual transactions, contracts and lender requirements may differ. It is not legal advice about a particular property. Ask your solicitor before committing to expenditure, serving tenancy notices or making arrangements that cannot be changed.

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