

A guide to:

Buying & Selling Property

Buying or Selling a property is a huge undertaking, and without the correct legal guidance it can be an even more stressful process. Colman Coyle's Residential department have all the knowledge and experience you will need, allowing you to get on with the day job whilst we get on with ours – ensuring you complete as quickly, smoothly and pain free as possible.*

SELLING YOUR HOUSE

So, you've made the decision to market your property. Before the 'for sale' sign can go up, you will need a Home Information Pack (HIP).

A what? – A HIP is an information pack that contains a number of legal documents including a copy of the title, search results and an Energy Performance Certificate (EPC), which contains all the **green** information about your property.

Why do I need one? – A HIP is essentially an attempt by the government to speed up the homes buying and selling process by us getting all the necessary documents together before you market the property.

How do I get a HIP? – You will need to involve solicitors from the moment you decide to sell up. Here at Colman Coyle, all the introduction of the HIP means to us is that we carry on doing everything we have always done; we will just put it in a common format. We can arrange this for you. We do not charge you for our time involved in preparation of the HIP, just what it actually costs to gather all the information.

What happens after I have a HIP? – You can now put your property on the open market. Once you have a buyer we will be the main point of contact for the buyer's solicitors and will handle everything on your behalf. We will let you know what is happening at every important stage and protect your interest right up to the date you finally move out

BUYING A HOME

Once you have found that "dream home" Colman Coyle will step in to make sure you get it.

First Things First - The seller will have already put together a HIP. We will look at all the results of the completed questionnaires and decide if further information or searches are needed. We will then prepare a written report for you which will contain copies of all relevant documents for you to keep for future use.

If you're applying for a mortgage; we will also receive the formal offer letter from your chosen lender.

Chain reaction - Once you are happy and we have everything we need you have to sign the contract and give us a deposit. This is usually 10% but it can be less. If you are part of a chain, once the chain has signed all contracts and deposited monies we can then agree a completion, or moving in date. Once exchange takes place, there is no turning back!

Today's the day – On the moving day we will pass the monies to your seller's solicitors and then you can collect the keys from the estate agents. There is the small matter of tax (*stamp duty land tax can be as high as 4%!*), which we will arrange

**please note packing or unpacking is not included*

To do list!

- 1 Disconnect the phone line*
- 2 Cancel the milk*
- 3 Read the meters*
- 4 Re-direct your mail*
- 5 Tell the kids' school*
- 6 Remember the cat*

payment of. Once we have instructed the land registry to transfer the property into your name, we will send you a copy of the new title.

As well as advising on selling and buying property, Colman Coyle also can help you with re-mortgaging your home, transferring equity and with various forms of co-ownership including the provision of Declarations of Trust.

For advice or more information please contact:



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