

Preparing your home for sale – a legal perspective

In order to ensure your property sale goes through as smoothly as possible, it's vital you get your documents in order at the earliest opportunity. Being prepared will not only expedite the process and reduce stress, but it will help avoid delays, and delays can lead to offers falling through.

Set out below are matters to consider with your agent when putting your property on the market.

All Properties

- 1 All transactions require the Seller to complete a standard set of enquiries. Known as the property information form and the leasehold information form, these forms should be answered as early as possible and will be available from your solicitor.
- 2 If you insure the property and have made a claim on your buildings insurance, or if there are risks you cannot insure, please get all these details ready.
- 3 If you have installed a gas boiler or carried out electrical works, please obtain or find the installation certification and maintenance documents. If the property has been rented, you will need to provide the landlord's gas safety record.
- 4 You will need to provide planning permission and/or building regulation certificates for works carried out to the property during your period of ownership or before you purchased, together with the FENSA certificate if you have ever replaced the windows.
- 5 If your property has a maintained burglar alarm, you need to provide documentation.
- 6 Please find your utilities accounts (gas/electric and water) and the account numbers.
- 7 If you have carried out any works to trees at the property, you will need to give details.
- 8 If your property is rented and the tenant is going to stay on after the sale, please provide a copy of the tenancy agreement and details in relation to the deposit.

Leasehold Properties (Flats) Only

- 9 Please provide invoices for ground rent and insurance from your landlord or managing agent for the past three years, if possible, together with any fire safety or management information in relation to the common parts.
- 10 If the landlord is going to undertake major or substantial works, you will need to provide details together with any notices served.
- 11 If you have carried out works to the flat, please provide all details of correspondence with your landlord seeking and/or securing consent.
- 12 Have you ever extended the term of your lease or negotiated with the landlord to vary any provision within your lease? If so, please provide all documentation.

Finally, instruct a solicitor to deal with the sale from start to finish and who knows the area. This will avoid delays and enhance the entire process.



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