



# Tips and Checklist for your Sale

## Tips and Checklist on How You Can Help Speed Up the Sale of your Property

Although you may not have found a buyer for your property yet, we recommend that you prepare the documentation required in readiness for when you do. That way we can prepare and submit a contract and a pack of information to your buyer's solicitor and ensure your sale gets off to a flying start!

You can use this document as a checklist to complete and return with the documents to support your sale.

		Tick ✓
<b>1</b>	<p><b>Complete and Return Documentation Quickly</b></p> <p>At the start of the transaction you will need to complete quite a lot of paperwork, for example - Sellers Property Information, Fixtures and Fittings List and questionnaire. You should complete and return this paperwork as accurately and as quickly as you can.</p>	
<b>2</b>	<p><b>Property Information Requests</b></p> <p>The Sellers Property Information and Fixtures and Fittings List will be forwarded to your Buyers Solicitors which will then often generate requests for further information and documentation. If you can provide these documents at the outset, it will reduce enquiries raised by the buyer's solicitor requesting them and time/costs in us trying to obtain duplicates. Documentation often requested include:</p> <ul style="list-style-type: none"> <li>▪ Guarantees for work carried out at the property,</li> <li>▪ NHBC certificate if the property was built within last 10 years,</li> <li>▪ Documents issued by the developer if the property was built within last 10 years e.g. Section 106 Agreement, planning documents</li> <li>▪ FENSA certificates where replacement windows and doors have been installed</li> <li>▪ Planning permission, Building Regulations and Local Authority Completion Certificate for extensions and alteration carried out at the property</li> <li>▪ Consent by the developer to extensions and alterations to the property, where applicable</li> <li>▪ Building regulations compliant installation certificate for gas boilers installed in residential properties since 1<sup>st</sup> January 2005</li> <li>▪ Boiler service documents</li> <li>▪ Copy of latest Water Bill</li> <li>▪ Electrical testing certificates</li> <li>▪ Defective Title Indemnity Policies obtained when you purchased the property</li> </ul>	

<p><b>3</b></p>	<p><b>Leasehold Properties</b></p> <p>Invariably more enquiries are raised by buyers about leasehold properties. The more information and documentation we can produce the quicker the transaction will proceed.</p> <p>We will need to obtain a pack of information from your landlord/ management company.</p> <p><b>Please telephone us to discuss asap</b>, there will be a fee payable and to save time we will often suggest that you forward payment to the landlord/management company direct so that when they receive our request for information they can respond straight away.</p>	
<p><b>4</b></p>	<p><b>Marriage Certificate</b></p> <p>If you have married and changed your surname since purchasing the property, we will require your original marriage certificate. We will take a copy of it and certify it as a true copy then return the original to you.</p>	
<p><b>5</b></p>	<p><b>Probate</b></p> <p>If an owner of the property has died, we will require their death certificate and grant of probate/administration. We will take copies of the documents and certify them as true copies then return the originals to you.</p>	
<p><b>6</b></p>	<p><b>Power of Attorney</b></p> <p>There are several types of Powers of Attorney and it is vital the correct form is used in the circumstances. We will require the original Power of Attorney. We will take a copy of it and certify it as a true copy then return the original to you.</p> <p>If you are acting as attorney due to the incapacity of the seller, you must inform us immediately.</p>	

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