



SKAMPI – SUITE 1, REAR OF 109 GEORGE LANE, SOUTH WOODFORD, LONDON, E18 1AN

0208 989 7041

0208 987 4646

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www.skampi.co.uk

SKAMPI SALES PROCESS **A GUIDE FOR VENDORS**

PROCESSING THE PROPERTY:

Once we have received your instruction, one of our in-house specialists will process your property. From just one visit, they will be able to take the time and effort to present your property in the best possible light and place and market it in a professional and effective way.

LEGAL:

A solicitor will be required to handle the legal paperwork involved in transferring ownership of your property to the new buyer (conveyance). It is advisable to instruct your solicitor at the same time as putting your property on the market, to allow for collection of the necessary documentation.

VIEWINGS:

Our team of informed and friendly professionals are available 7 days a week. Weekdays 8.30am to 6.00pm, Saturday 9.00am to 1.00pm and Sundays on demand.

AGREEING A SALE:

Once a price has been agreed by you it is important that the following details are agreed:

- *Date for exchange of contracts
- *Date for completion
- *Details of any extras included or excluded from the purchase

We will advise you and negotiate on your behalf throughout this process, keeping you informed every step of the way.

SUPPORTING PAPERWORK AND DRAFT CONTRACT:

Once the transaction is agreed, your solicitor will send out a draft contract to the purchaser's solicitor who in turn carries out preliminary enquiries and orders a Land Registry search. They will also organise all the supporting paperwork (where applicable) ie: title deeds, copy of Lease, fixtures and fittings list, seller's questionnaire, planning consent, guarantees, copy of building regulations and share of freehold certificate.

MR M. A. MALLICK T/A SKAMPI
REGISTERED ADDRESS: 10-16 TILLER ROAD, LONDON, E14 8PX
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VAT: 826 8191 07



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CONTRACT APPROVAL:

This occurs when all preliminary enquiries from the draft contract and local search queries have been settled.

CONTRACT EXCHANGE:

Most buyers require mortgages. Once the mortgage offer has been confirmed, the purchaser is ready to exchange contracts with the seller. The contract is signed by buyer and seller and the deposit, (usually 10% of the purchase price), is either telegraphically transferred or paid in the form of a bankers draft by the buyer's solicitor. The completion date is set at this stage.

COMPLETION:

This is generally set a few days to a few weeks after exchange of contracts, depending on the personal requirements of the buyer and seller. The residual monies (usually 90%) are transferred from the buyer's solicitor to your solicitor's account.



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