

A guide for sellers and purchasers after exchange of contracts

If you are selling

Keys

Do not hand over any keys to the purchaser direct without first consulting us. This could create serious legal problems for you. We suggest you arrange to deposit your keys on the completion day with the estate agents if any or contact us before the completion day about the keys.

Mortgage

Please immediately cancel any further mortgage bankers order payments from now. Leave us to arrange to pay off your mortgage on the completion date.

Services

Please contact the local authority water company, telephone gas and electricity authorities to arrange for final accounts and meter readings up to the completion day.

New address

Please make sure that you let us know before completion of your new address where we can contact you after completion.

If you are buying

Moving

Book the removal van for the completion day. Note that the seller will not allow you to move in before the actual day if you are buying. The seller will not hand over the keys until he receives the money and completion normally takes place in the late morning. If you are not planning to move in on the actual completion day, let us know the day you expect to move in and notify the police that the property will be empty for a while.

Keys

Make sure you check with the seller as to the keys on completion. Please make your own arrangements about collecting the keys. If this is not possible advise us. Unless the contract states otherwise, the property must be handed over to you with vacant possession. Do not come to any arrangement with the vendor or any other person to stay on at the property after completion without first consulting us. Your legal title could be prejudiced by such an arrangement

Services

Contact the gas, electric and telephone authorities to take over the supply. This will prevent the possibility of the supply being cut off on completion. Do not leave the above to the seller.

Fixtures and fittings

The parties sometimes agree to buy contents privately after contracts are exchanged. If you have not already done so please notify us of the arrangements so we can obtain a proper receipt on completion.

If you are buying and selling

Please check all the previous points separately for buying and selling. You should arrange to move in the late afternoon as it is unlikely that completion of your purchase can take place much earlier in the day.