

SELLERS CHECKLIST

<u>Signing up with West Wales Properties:</u>	
ACTION	DONE
Read your Agreement carefully, and return to the office, signed and dated	
Read the Important Legal Points form, and return to the office, signed and dated	
Fill out the Property Information Questionnaire, and return to the office, signed and dated	
We require two forms of ID for each seller – photographic ID (e.g. passport or photo driving licence) and proof of address (e.g. current council tax demand or utility bill less than 3 months old)	
<u>Things to do once you have signed your agreement with West Wales Properties:</u>	
ACTION	DONE
Prepare your home for the Lister’s visit - for further help print off the PDF ‘How to Present Your Home’	
You will need an Energy Performance Certificate - contact us to put you in touch with an Assessor who can provide this for you	
Carefully check and approve the property particulars that will be sent to you	
Provide West Wales Properties with a key to your property if you wish us to accompany viewings at the property. Tell us where the keys to back door, garage etc. will be kept at the property.	
Have preliminary discussions with an independent financial advisor regarding mortgage requirements for your next purchase – we can put in in contact with our recommended independent financial advisors. contact us for more information	
<u>When a sale has been successfully negotiated:</u>	
ACTION	DONE
Decide which solicitor you would like to use for your Conveyancing – we have a number of local solicitors who we recommend, contact us today for more information	
Make sure you have agreed with your purchaser what items you are leaving in the property and inform us of what has been agreed. We will then put this information within the Notification of sale and record it on to our system so all parties are fully aware of what has been agreed.	
Carefully check the Notification of Sale that you will receive from West Wales Properties	
Agree target dates for exchange and completion with your solicitors, who will discuss with the buyers solicitor - when a date is agreed, please inform us.	
If you require a mortgage, contact us for details of our independent financial advisers to give you impartial advice.	
Provide your solicitor with any documents and information they require as soon as possible, including the fixture and fittings list, and property information.	
When you the buyers solicitor is happy with the contract, your solicitor will contact you to sign the contract and transfer paperwork	
Arrange to have your utility meters (gas, electricity, water etc.) read on the day you move and call your utility companies with the final meter readings	
Contact the Local Authority to arrange the transfer or end of your council tax.	
Re-direct mail to your new address	
Notify catalogues, magazines, and other businesses whom you regularly receive post from to change the address	
Inform your bank of your new address	
Arrange for your driving licence and car registration documents to be changed to your new address	

Inform your car, home and any other insurance companies of your move	
Arrange with your phone company if you wish to keep your existing number	
Update, schools, doctors, dentists and vets of your new address	
And remember to inform all your family and friends!	
Complete the Customer Care Questionnaire for West Wales Properties and return to us – your feedback is important to us!	