

10 – step guide to selling your property

This ten step guide outlines what we do on your behalf to ensure a smooth sale of your property:

- Step 1 – preparing to receive offers:** contact one of our property advisers (see [Sell your property](#)), who will arrange for your house to be valued and agree a marketing strategy with you.
- Step 2 – offers:** once offers are received for your property, it will be important to sit down with us to discuss these specific offers in detail, including price, entry date and any other specific conditions (such as in the inclusion of fixtures and fittings in the sale price).
- Step 3 – acceptance:** we will prepare a written acceptance of the offer which we will sign on your behalf. Included in this formal acceptance are likely to be some conditions (also known as qualifications) that you may wish to include in the contract to protect your interests. This will require negotiation with the purchaser's agent. To ensure that the finances are best managed (to avoid bridging loans, etc), it will be necessary to take an overview of your financial position so that an acceptable settlement date can be reached.
- Step 4 – conclusion / missives:** when the negotiations are completed, we will advise you that the purchase is concluded and is legally binding. This stage is commonly known as 'Concluded Missives' and is the Scots law equivalent of exchange of contracts.
- Step 5 – documents:** the necessary title documentation (Council reports, searches in the Land Register, etc) should be obtained for display to the purchaser.
- Step 6 – queries:** the purchaser's agent will also want to make enquiries about planning, alterations, warranties and other such documentation and it is our job to respond on your behalf to any queries they may raise.
- Step 7 – disposition:** between the conclusion of the contract and the settlement date of the transaction, we will be involved in dealing with enquiries regarding the title, etc. Once all this is agreed by both parties, we will then approve the terms of the disposition (the actual deed that will transfer the ownership of the property) before requesting your signature.
- Step 8 – discharge:** your lender, if any, will also need to know what is happening and when, and we will liaise with them ensuring that they are up-to-date on all the stages of the transaction. We will, in most cases, act on behalf of the lender, preparing the discharge (the documentation by which the lender releases the property from its mortgage security).
- Step 9 – closing the mortgage:** aware of the overall financial situation and having negotiated the settlement date and so on with the purchaser, we will then obtain from the lender details of the sum required to repay the loan.
- Step 10 – collecting payment:** the final stage is for us to collect the sale price of the property and in return pass on the appropriate documents to the purchaser. We will then arrange to redeem the outstanding balance of the mortgage and deal with any balance as per your previous instructions.

To arrange a meeting with us call :

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St Andrews
01334 475 001

Cupar
01334 653 777

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01333 310 703

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