

## First steps

Get off to a flying start with our simple checklist, designed to ensure you're perfectly prepared before putting your property on the market.



### > Guarantees

- Find long-term warranties covering timber, damp-proofing, roof.
- Check shorter-term guarantees covering on-going repairs.
- File on-going service agreements for boiler repairs, central heating.

### > Solicitors

- Inform your solicitor in advance that you're planning to sell.
- Instruct your solicitor to apply for your title deeds as this can take up to two weeks (your deeds are usually kept by your mortgage lender).
- Discuss transaction protocol (this ensures buyers have comprehensive information about your property from the outset).
- Complete any standard forms.

### > Managing agents (if applicable)

- Talk to your managing agent.
- Ask them for relevant service charge/ insurance detail.

### > Extra steps for leasehold properties

- Gather written confirmation of when your lease was granted and how long it is.
- Locate documents confirming annual ground rent.
- Collect service charge documents including details of annual amount, percentage share you pay and any accounts from recent years.
- Make copies of freehold certificates