



**Whatley Lane**  
SOLICITORS

## **SELLERS GUIDE**

13 High Street, Newmarket, Suffolk, CB8 8LX

**Tel:** 01638 561133 **Fax:** 01638 669289

[www.whatleylane.co.uk](http://www.whatleylane.co.uk)

## **Whatley Lane SOLICITORS**

### **Sellers Guide**

Appoint your Solicitor

You will need to provide your mortgage account number or if you have no mortgage, advise where your Title Deeds are so they can prepare the contract for sending out to your purchasers solicitors as soon as you have found a purchaser.

Visit your Local Estate Agents and enquire what percentage they will charge for selling your home. This can be anything from 1% to 2% of the selling price, but will, of course, vary from Estate Agent to Estate Agent.

As soon as you have sold your property, contact your solicitor and give the name and telephone number of the Estate Agents and let them know how much you have sold the property for.

Give your house a spring clean and pack anything that you do not need to save time later.

### **REMOVALS**

Start looking round for a removal company and obtain quotations.  
**DO NOT PAY ANY MONEY AT THIS STAGE**

Once you have exchanged contracts and have a fixed completion date you will need to contact the following.

Arrange your removals and pay your deposits

### **UTILITY SERVICES**

#### *Electricity*

- 14 days before the move contact your supplier to give the date of the move and new address details
- Book a meter reading on the date of the move

#### *Gas*

- 14 days before the move, contact your supplier to give the date of the move and new address details
- Book a meter reading on the date that you move

#### *Water*

- Contact your supplier to give the date of the move and new address details
- Check to see if you are due a refund for any advance payment or if this can be transferred to your new address
- Check the water will be connected in your new property. If not, arrange the connection 2 days prior to the date that you move in

#### *Telephone*

- 14 days prior to your move contact your service provider to discuss your telephone number, i.e. keeping the old one or having a new one
- Internet/broadband access. Cancel your existing service. Check the coverage for the new area and order what you require

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### **FINANCE**

- Bank & Building Society: notify them of your new address. Check if the branch will change or remain the same
- Loans and credit cards: notify them of your new address
- HP/Direct Debits & Standing Orders: send them your new address
- Pension/s: notify your provider or employer, as relevant, of any new bank details
- Stocks & Shares: write to the address on share certificates and dividend vouchers advising them of your new address
- Premium Bond and National Savings Certificates: send them your new address
- Financial Advisors and Accountant: as relevant
- Inland Revenue and Customs & Excise: as relevant

### **INSURANCE**

- Buildings & Contents: check if your new home is covered from exchange of contracts. Arrange to keep your current building insurance until the day you move out
- Life Assurance/other covers: notify these providers of your new address
- Motor insurance: Get a quote for the cover at your new address and arrange cover from your move in date
- RAC/AA Breakdown Recovery: Advise as relevant

### **OTHER SERVICES**

- Redirect mail (contact Royal Mail)
- Order change of address cards
- Cancel newspapers
- Cancel milk/grocery delivery
- Notify security alarm company
- Notify dentist
- Notify subscriptions of your change of address
- Doctor's surgery (if changing practice arrange transfer of your notes)
- Return library books
- Re-arrange pet registration (if tagged)
- Vet surgery (if changing practice arrange transfer of your notes)
- TV licence notify change of your address
- Friends & relatives notify change of address
- Children's schools/colleges notify them of the change of address
- Vehicle licence DVLA notify of your change of address