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### Instructing your solicitor

Before we even find a buyer for your home, we advise you to instruct a solicitor – enabling them to start preparing the necessary paperwork as soon as possible. This can save a lot of time when you're ready to proceed with your sale.

Naturally, we recommend Ocean Property Lawyers. They will be happy to provide a quotation; and, of course, we are used to working closely together.

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### Agreeing the sale

When we find the right buyer for your home, we'll negotiate with them on your behalf, until we arrive at a price you are happy with. This may include fixtures and fittings. And, at this point, we'll also be looking to agree a projected time-frame for exchange of contracts and completion of the sale.

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### Checking the chain

Unless your buyer doesn't have a property to sell, we will contact their estate agents to find out as much as we can about the state of the chain – enabling you to decide whether you're happy to take your home off the market.

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### Sorting out the finances

One of our responsibilities is to ensure that your buyer has the necessary finances in place. If not, we may be able to help them, by arranging for them to talk to Ocean Mortgages.

And, of course, we can do the same for you if you need a mortgage for the place you're buying. Unlike many financial advisers, Ocean Mortgages is totally independent – so their only aim will be to help you find the mortgage best suited to your needs, from over 5000 currently on the market. It's a free, no-strings service; so you've got absolutely nothing to lose (and, potentially, lots to gain) by asking for a quotation.

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### Taking care of the legalities

If you haven't already instructed a lawyer, you need to now. For proof of identity, they will require to see your passport and a current utility bill. And, as well as formally instructing them to act on your behalf, you will need to fill in a number of forms, enabling them to prepare a draft contract pack.

It's important to provide this information as quickly as possible, because your buyer's solicitor won't be able to begin the conveyancing process until they receive the draft contract pack.

Another tip: it's vital to stay in close contact with your solicitor throughout the sale, to ensure things keep moving forward. If possible, get your solicitor's email address, so that you can easily ask for regular updates.

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### Managing the chain

If there is a chain, we'll liaise with the other estate agents, ensuring everyone is aware of propose exchange and completion dates, and identifying any potential problems in advance.

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### Exchanging contracts

Once your buyer's solicitor is satisfied with the answers to all their enquiries and has received the mortgage offer, they will be ready to exchange contracts.

At this point, you should have met with your solicitor and signed your contract. You should also have agreed a completion date, when your move will actually take place – which will always be Monday – Friday. On exchange of contracts, your buyer will pay a deposit, usually between 5 – 10% of the purchase price.

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### Moving day

On the day your sale completes we won't be able to release keys until we've been notified by your solicitor that the full payment has been safely received.

As soon as this happens, we'll call you to confirm that your sale has been successfully completed.

## How we can help

When you sell your home through Ocean, we'll do everything we can to make sure the entire process goes as smoothly possible. Each of our offices has a dedicated Sales Co-ordinator, whose job is to keep things moving and resolve any problems that may cause delays. But, of course, it's also important for you to understand what's involved in selling your home, so that you can play your part in making it happen.

If you have any questions about selling your home, please contact:

**Clifton office**

187-189 Whiteladies Rd, Clifton, Bristol BS8 2RY  
Telephone 0117 946 6007

**Bishopston office**

201 Gloucester Rd, Bishopston, Bristol BS7 8BG  
Telephone 0117 942 5855

**Southville office**

265 North St, Bedminster, Bristol BS3 1JN  
Telephone 0117 923 1866

**Filton office**

8 Gloucester Rd, Filton, Bristol BS7 0SF  
Telephone 0117 904 4000

**Knowle office**

321 Wells Rd, Knowle, Bristol BS4 2QB  
Telephone 0117 977 3238

**Bradley Stoke office**

2 Baileys Court, Bradley Stoke, Bristol BS32 8EJ  
Telephone 0117 931 1133

**Ocean Property Lawyers**

177 Gloucester Road, Bristol BS7 8BE  
Telephone 0117 916 6600

**Ocean Surveyors**

199 Whiteladies Road, Clifton, Bristol BS8 2SB  
Telephone 0117 904 6650

**Ocean Letting & Management**

201 Gloucester Rd, Bishopston, Bristol BS7 8BG  
Telephone 0117 944 0933

**Ocean Letting & Management**

199 Whiteladies Road, Clifton, Bristol BS8 2SB  
Telephone 0117 970 7590

**Mortgages**

Telephone 0117 300 7097



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selling your home,  
a step-by-step guide