**Selling your Property - The Selling Process – Fact Sheet**

When your apartment is sold a Transfer Charge must be paid. See Key Sheet 2. The funds from the Transfer Charge contribute to the cost of sale. This information sheet sets out the process for selling your property.

It is a sad fact that usually properties at Honeybourne Gate are sold by family members acting on behalf of your estate or the executors of your will. It may help them if you leave a copy of this document with your ‘important papers’ so that they find it quite easily.

Please note: You, or the person acting for your estate, can, if you/they wish, appoint your own estate agents to sell the property and bring in your own trades people to prepare the property for sale. You will still need to pay the Transfer Fee when the sale is completed whether or not you use the services that it provides and you will need to pay your agent’s commission in addition.

**Step 1**. Clearing the apartment. In our experience retirement properties sell most easily if they are cleared, cleaned and, when needed, redecorated. Clearing the apartment is your responsibility but we can arrange this for you by calling in house clearance companies. Any costs incurred will be met by us but claimed back from the proceeds of sale.

You should discuss this with the General Manager so we know what you will be doing and what we are expected to do. If we are arranging to clear the property then you will want to attend in advance to collect items of value.

Some people do not want the property cleared and want to sell furniture etc with the apartment. We do not recommend this, but it is a choice you can make.

**Step 2**. Redecoration and repair. Sometimes, when an apartment is to be sold it will only need a deep-clean and some minor maintenance but, some apartments will need to be completely redecorated. If complete redecoration is needed then we will arrange this and pay for it but we will reclaim the cost from you when your apartment is sold.

The level of work that is required that will be funded from the Transfer Charge will be at the discretion of the Managing Agent. You can expect us to pay for cleaning and minor repairs, as well as managing the work that is needed. If the oven, white goods or carpets need specialist cleaning or repair, or more extensive decoration is required, then we will expect the costs of these services to be reimbursed on completion of the sale. You will be asked to agree to this before the work is commissioned. We also reserve the right not to undertake this work until the apartment has been completely cleared.

**Step 3**. Setting a sale price. We can provide advice and advice from our own in-house estate agent or if you are using your own agent they will advise (see step 4). The price you sell at will be determined by balancing the need to get best value and the speed at which you want to sell. Ultimately, it is your decision, and we will follow your instructions.

**Step 4**. Appointing an estate agent. You can appoint your own agent and you will be responsible for their commission, in addition to the Transfer Fee. You will be restricted to their marketing and we will not actively market the property for you or show visitors to your apartment. Your agent will need to accompany people on viewings.

Alternatively, we will market the property for you. We have appointed Move as our in-house agents and they will advise on the sale price, undertake photography and place adverts on the on-line portals such as Rightmove. We also have our own sales consultant and she works with Move, accompanies visitors on viewings and then administers the sales process with the buyers and solicitors etc. This service will not cost you anything as it is paid for from the Transfer Fee.

We will also advise you on what discounts or incentives to buy that you might want to offer to attract a buyer.

**Step 5**. Agreeing a sale. When we are marketing the property for you and someone makes an offer then either our sales consultant or a member of the Move team will be in touch to discuss the offer with you. Whether you accept an offer is entirely your decision and will act on your instructions. If you are marketing through your own agent then they will have this discussion with you.

**Step 6**. Progressing to completion. You will need to appoint your own solicitor to handle the sale. We can suggest solicitors who know Honeybourne Gate but who you choose is your decision. We can produce a sales pack for you (this will include forms such as LPE1) that will be needed and we can provide an on-line resource of papers that will be needed by the solicitor.

When you are using us to market the property, we will draw up documents such as the Memorandum of Sale and Reservation Document. We will also help ‘chase’ sale progress. When you use your own agent, they will be responsible for this.

Should you need advice about any of the above you can talk to the General Manager, our Sales Consultant, or you can call the Managing Agent to talk you through the process.

Signature & Date: ……..………………………………………………………………………………………..