



*a guide to  
exchanging contracts  
as quickly as possible*

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# *this is where a professional estate agent comes into their own*

Once you've accepted and offer on your house, you may think the hard part is over but the journey towards moving is only just beginning.

## **We've come up with some helpful hints to ensure the sale goes through as smoothly as possible:**

- Get yourself a good local solicitor who knows the area. We can recommend one if you don't already have one. This decision really can make or break a sale so you must focus on quality rather than cost. Do a bit of research beforehand so you are not wasting time deciding on your solicitor once you have accepted an offer.
- We will send out a 'Memorandum of Sale' which introduces all parties and their solicitors and documents the price and conditions of the sale. This will allow your solicitor to prepare a contract, but remember they cannot do this until you have agreed to your solicitor's terms and proved your identity. So be sure to pre-empt this and visit them straightaway.
- Make sure you have all your documents ready as soon as you put your house on the market such as insurances, planning permissions or guarantees regarding your property. This will save time later on in the process.
- Once the contract has been received by the buyer's solicitor they will apply for searches and raise enquiries. Make sure your solicitor has your email address so they can send any questions to you immediately without the need to wait for the post. Always reply to enquiries promptly and comprehensively as this can make a big difference to the time frame.
- We will be regularly chasing your sale and speaking to all the solicitors concerned on your behalf, to ensure negotiations are carried out promptly and any issues are addressed without jeopardising the sale. Despite this it doesn't do any harm for you to keep in touch with your solicitor regularly too to speed things along.
- During this time a survey should also be carried out on behalf of the buyer and, in the case of a mortgage being required, a mortgage offer should be issued after the survey. However, be aware that this can take a week or two to come through after the survey.
- Once the buyer's solicitors are happy with all the responses and are in receipt of the mortgage offer and deposit funds they will THEN agree a date for exchange with your solicitors.
- When you do complete, make sure you arrange to drop the keys at our office so that we can give them to the new owner!

### **Just remember:**

At all times, the key is communication with all parties. If you have any questions at all, just pick up the phone and we will do all we can to help. After all, that's what we're here for!