

- 1 Choose Rook Matthews Sayer to help sell your home!
- 2 Get your Property ready for Photographs and if required a Video Tour (see our helpful guide on this).
- 3 We'll help you with the paperwork; confirming instructions, compliance with Anti-Money Laundering requirements (see our guide on the documents required for this) and we can provide you with an Energy Performance Certificate, that you will need to market your home.
- 4 Let us know if we can help with your new home search. We'll register you on our database and find properties that may interest you.
- 5 We create the sales particulars (details, photos and if required floor plan) for your approval.
- 6 Your 'For Sale' board goes up.
- 7 Your property appears on internet sites and is matched to potential buyers on our system via text alert or email.
- 8 Marketing materials are arranged.
- 9 Should you require a mortgage on your new home, book an appointment with one of our mortgage advisors. We will recommend the right mortgage for you by searching thousands of deals available from our panel of selected lenders. Exclusive mortgage deals may be available.
- 10 Viewing appointments are made and followed up.
- 11 Offers will be put forward for your consideration and negotiated to your instructions.
- 12 Assistance given with the appointment of solicitors and surveyors if required. We can recommend conveyancers to manage your sale if required.
- 13 Sale agreed, solicitors informed, surveys arranged.
- 14 Any further negotiations following survey and valuation.
- 15 Sales progression – on average this takes 12-18 weeks.
- 16 Exchange and completion dates agreed by your solicitors.
- 17 Start packing, book your removal van (once contracts are exchanged), let friends and family know of your new address. Let Rook Matthews Sayer know in case we need to contact you following completion.
- 18 The keys are released when the funds are cleared into the seller's solicitor's account. You can either arrange to hand the keys over directly to your buyer – we will assist with this - or you can bring the keys into our office for us to hand over once completion has taken place (during normal office working hours). Completion doesn't normally take place until around lunchtime or early afternoon.

ALL MORTGAGES ARE SUBJECT TO STATUS AND LENDER CRITERIA.  
A LIFETIME FEE MAY BE PAYABLE UPON MORTGAGE APPLICATION AS WELL AS AN ADMINISTRATION FEE. THE TOTAL FEE PAYABLE WILL  
DEPEND ON YOUR CIRCUMSTANCES. YOUR MORTGAGE CONSULTANT WILL EXPLAIN ANY FEES APPLICABLE IN YOUR INITIAL APPOINTMENT.

YOUR HOME OR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.  
YOU MAY HAVE TO PAY AN EARLY REPAYMENT CHARGE TO YOUR EXISTING LENDER IF YOU RE-MORTGAGE.