

# CULLIMORE S O L I C I T O R S DUTTON

## GETTING READY FOR SALE

Collating and preparing your property paperwork is an essential part of preparing your property for sale. To assist you, we have drawn up this Getting Ready for Sale Checklist.

### ALL PROPERTIES

- Have you had replacement windows or doors since 2002?  
*You will need to provide either a FENSA Certificate or evidence of compliance with Building Control.*
- Have you had a replacement boiler since 2005?  
*You will need to provide either a CORGI/GAS SAFE Certificate or evidence of compliance with Building Control.*
- Have you undertaken any alterations to the property which would have required planning permission or building regulations?  
*You will need to provide copies of the Local Authority Consents\*.*
- Have you replaced your driveway with a non-porous material since 2008?  
*You will need to provide evidence of compliance with Planning Permission.*
- Have you had any electrical work undertaken since 2005?  
*You will need to provide either a NICEIC Certificate or evidence of compliance with Building Control.*
- Have you had your electrics checked during your ownership?  
*You will need to provide copies of safety certificates.*
- Have you had your boiler and/or central heating serviced during your ownership?  
*You will need to provide evidence of the services.*
- Have you had any works done which come with a guarantee?  
*You will need to provide guarantee documentation.*
- Does your property have the benefit of a conservatory? Did you do the work under the permitted development rules?  
*If YES, please complete the form on page 3 to see if you fall within the exemptions. If NO, you will need to provide copies of the Local Authority Consents\*.*
- Does your property have mains drainage or drain to a septic tank?  
*If you use a septic tank, it is wise to collate together details of the cost of maintenance of your septic tank over the years, when it was last emptied, the cost of emptying the tank and the location of the tank. If you are required to have a permit for your discharge or exemption, please provide copies.*

\* Local Authority Consents: If you believe anything is missing or that you may be in breach, do not contact your local authorities at this stage, contact us for guidance.

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### LEASEHOLD PROPERTIES

**We would recommend you collate the following documents relating to your lease:**

- Copy of the Lease
- Copy of your latest demand for service charge and receipt for payment
- Copy of your latest demand for ground rent and receipt for payment
- Copies of any correspondence between you and the managing agents.
- Share Certificate if you have one.

*Please note that your buyer will require information from your managing agent as part of the sale process.*

*Guidance on what information should be provided is given by the law society. There is usually a cost to providing this information which in general ranges from £150 – £400 dependent on your managing agent/landlord.*

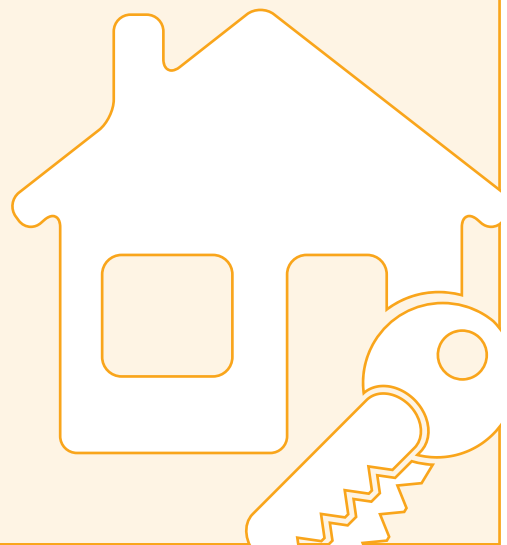
*You may wish to contact your managing agent ahead of finding a buyer to understand the cost so you can factor this into your costs of sale.*

## INDEPENDENT MORTGAGE ADVICE

*In addition to our range of legal services, Cullimore Dutton has an in-house Independent Mortgage Advisor who offers truly impartial advice on mortgages, life insurance, equity release and other financial matters.*

- If you would like to arrange a free initial consultation please tick the box and we will be in touch.*

*Authorised and regulated by the Financial Conduct Authority*



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Conservatory Questionnaire: Does your property have a conservatory? Was this built under the permitted development rules? If yes please complete the form below.

When was the conservatory built?

Who built the conservatory?

Did you obtain Building Regulation Consent prior to the erection of the conservatory?

Yes  No *(If yes, please provide copies)*

Is the conservatory built at ground level?

Yes  No

Is the floor area of less than 30 square metres?

Yes  No

Are the conservatory roof and walls primarily glazed with transparent or translucent materials? (i.e. 75%+ of the roof, 50%+ of the walls).

Yes  No

Is the glass safety glazing?

Yes  No

Did the glass comply with the British Standards in force at the time of the installation?

Yes  No

Was the entrance leading to the conservatory from the property altered?

Yes  No

Is the conservatory separated from the existing property by a wall/ door or glazing?

Yes (wall)  Yes (door)  Yes (glazing)  No

*(Tick all that apply)*

Is the conservatory heated?

Yes  No

If so how?

Does the conservatory exceed the height of the original dwelling?

Yes  No

Is the conservatory larger than 50 cubic metres?

Yes  No

Does the overall height exceed 4 meters?

Yes  No

If any part of the conservatory is within 2 metres of the boundary fence, does the height of the eaves exceed 3 metres?

Yes  No

Does the conservatory have planning permission?

Yes  No

Is the extension nearer the highway than any of the existing building?

Yes  No

Is the conservatory on any wall of the property such that it fronts the public highway?

Yes  No

Does the width of the side conservatory (if any) exceed 50% of the width of the original house?

Yes  No  NA

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Signed by Sellers:

Signed by Sellers:

Date: