

Pinkerton Leeke & Co Title Transfer Service

NOTES ON SALE

Terminology: "Exchange" Exchange of contracts binds you to proceed and is therefore the "point of no return".

"Completion" Completion is the day all the monies are paid to us and you must vacate the property.

Mortgage: We will ask you for the account number and name of the lender for your first mortgage (if you have one). Please tell us at the outset if you have any second or subsequent mortgage(s).

Insurance: Although the buyer takes over risk on Exchange it is unwise to cancel insurance cover until Completion in case the buyer fails to insure.

Completion: **Vacation**
Aim to vacate at 12 Noon on the day of Completion. Failure to vacate on Completion puts you in breach of contract. All your belongings and all rubbish must be removed from the property so that it is left in accordance with the inventory. Please ensure you clear all items from the loft, garage, shed and other outbuildings (if applicable).

Keys
If you are using Estate Agents, please ensure they have a set of keys as early as possible on the day of Completion to be released to the buyer when we have received the Completion money. Otherwise arrangements must be made for release of a set of keys to the Buyer. Remaining keys may be left in the property in a prominent place when you leave.

Outstanding Mortgage(s)
We are responsible for discharging your mortgage which we will do forthwith on the day of Completion.

Monies
If there are any monies due to you on Completion they will normally be sent out by client account cheque and first class post to you or to your order at close of business on the afternoon of Completion.

Forwarding Address
If you are not buying as well, please make sure we have a forwarding address

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