



### **Points to Remember when Selling**

1. Tell us as soon as possible of your intention to sell your house. Ask our advice – should you buy first, or sell first.
2. Ask our advice about our Estate Agency services. We have our offices in the City Centre, in the West End and on the South Side of Glasgow. If for any reason we cannot represent your estate agency interests then we will give you independent advice for an agent who, in our opinion, is performing well in your area. There is value in independent advice.
3. Supply us with a note of the name and address and account number of the Bank or Building Society which holds your mortgage.
4. Tell us the name and address of any factors who manage your buildings, or any Residents Association which charges you regularly for amenity maintenance – we will deal with them for you and let them know you are moving, arranging to split any charges between you and your purchaser.
5. Remember to tell everyone you are moving: The Post Office, Your Bank, The Council Tax Officer, your Gas, Electricity and Telephone Supplier, AA/RAC, or anyone who holds a Standing Order or Direct Debit through your Bank.
6. Tell us, in plenty of time, what arrangements you intend to make for the transfer of the keys. A seller should always check with his solicitor, that the solicitor has received the money for the sale, before passing on any keys to a purchaser.