

Step 1: Find out how much your home is worth

Contact your local UPS to arrange a free valuation of your property. Look around your local area and online to find out the asking price of similar homes. Remember that the final selling price may not necessarily be as much as the asking price.

Step 2: Agree terms and a marketing strategy

Agree terms with your UPS representative. UPS will promote your property by using a wide range of media. We will produce full colour brochures of your property which will be available in our office and are downloadable from our website.

Your property will also be listed on our website which includes an in-depth description and professional quality interior/exterior photography. We will also list your property on PropertyPal.com and Propertynews.com. We will provide you with a distinctive For Sale board. UPS will also email and text our database of suitable buyers with details of your property.

Step 3: Get an Energy Performance Certificate

An EPC is a compulsory document needed by anyone who is selling or renting a property. The EPC is a report compiled by an assessor who will visit your property and look at various items to assess how energy efficient your property is. These items include the Heating Boiler, Energy Efficient light bulbs, loft insulation, etc. This legislation is part of EU laws introduced to give consumers information about the energy efficiency of a home they are considering buying. At UPS we will recommend an accredited energy assessor who will produce an EPC for you.

Step 4: Create the right impression

Make sure your home looks its best for any viewings. Create a good impression by tidying any mess and clearing unwanted clutter to maximise space. If you want to redecorate go for neutral tones which will appeal to a wider audience. You need to get the house in the best condition you can given the constraints of time and money. Any small DIY tasks that can be done without too much fuss should be first on your list. The idea is to create a sense of the house having the potential to become someone else's home.

Step 5: Legal work

You need to appoint a solicitor or conveyancer who will do the legal work involved in the sale. They will, for example, release details of the deeds to your buyer's solicitors and draw up a contract of sale.

Step 6: Negotiating and accepting an offer

Once you have received an offer, be prepared to negotiate. UPS will check to ensure that the buyer is in a position to proceed before you decide whether to accept the offer.

If you decide to accept the offer we will prepare a Memorandum of Sale, notify all parties involved of the agreed price and ask you to confirm details for your solicitor.

Your solicitor will then prepare a draft contract and forwards it to the buyer's solicitor who will then carry out preliminary enquiries. You will also be able to arrange dates for a property survey, exchange of contracts and completion.

Step 7: Exchange contracts

This is when you become legally committed to the sale.

Contracts will be exchanged when all the requirements have been confirmed and agreed and the buyer's solicitor will pay the deposit to your solicitor when the contract has been signed by both parties. Then a completion date can be confirmed.

Step 8: Set a completion date

A date for completion is usually set for at least two weeks after the exchange date, giving you time to arrange removals. Your solicitor will call UPS to tell us when the buyer's money has arrived so they can give the keys to the new owner.

Step 9: Let everyone know you're moving!

Set up your post to be redirected a few weeks before you move with the Royal Mail - a good precaution against identity theft.

Step 10: Completion

At completion the remaining purchase amount is paid and your solicitor will be in touch. This is when you will hand over keys to the buyer and bid farewell to your old home.