Propeo

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Seller Preparation Checklist

A practical list of information and documents to gather before and during your sale

Use this as an organisational aid. It does not replace any document, inspection or professional advice required for your property or transaction.

Property basics

- [ ] Confirm the property address and postcode.
- [ ] Note the tenure and any shared or managed areas.
- [ ] Gather title information you already hold.
- [ ] Record service charge, estate charge or ground rent where relevant.

Documents to gather

- [ ] Current EPC or note that a new one may be needed.
- [ ] Planning and building-regulation paperwork you already hold.
- [ ] Guarantees, warranties and installation certificates.
- [ ] Lease and management-company information where relevant.

Before viewings

- [ ] Secure valuables and personal documents.
- [ ] Keep key factual property information to hand.
- [ ] Decide how you will record enquiries and viewings.

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