



**Your
new home**

A BIG decision

When you buy a house or flat you are making a major decision for you and your family. We understand it can be a stressful time and that the paperwork and decisions involved can seem complicated and time consuming. That's why we work closely with every client to ensure a minimum of fuss.

Our reputation

We ask everyone what they think of our service. In a recent survey of over 500 Boys & Maughan customers:

- 99% of our clients said they would recommend us to their friends and family who were moving home
- 99% said they were happy with the service they received, and
- 99% said they would use us again.

Levels of satisfaction like this are rare and the envy of our competitors. You can be sure that if you appoint Boys & Maughan you will sign up to an efficient and jargon free service that's hard to beat.

Law Society Conveyancing Quality Scheme

In 2011 Boys & Maughan was one of the first four solicitors firms in the country to achieve the demanding standards set by the Law Society's Conveyancing Quality Scheme. Since then we have received the award every year in recognition of our advice, integrity and reliability.





Handy hints to speed up your sale

When selling your home it pays to get prepared early – the faster you get your paperwork done the faster the sale will go through!

In addition to completing a Property Information Form and Fittings and Contents Form, you will need to ensure that you provide the following where applicable:

- A **FENSA Certificate** for any replacement windows fitted since 2002. Duplicates can be obtained from www.fensa.org.uk
- A **CORGI** or **Gas Safe Certificate** for any work carried out to central heating or other gas appliances since 2005
- Any central heating service agreements that you have, together with the most recent receipt
- A **NICEIC Certificate** for any electrical work carried out since 2005
- All **planning consents** and/or **building regulation approvals** for any works carried out at the property in the last 10 years. If you do not have copies it is advisable to contact your local planning or

building control department to obtain them. If you are in any doubt whether consent was given please contact us first

- Any **guarantees** for works carried out during your ownership, or any other guarantees that were passed to you when you purchased your property.

For leasehold properties we will also need:

- A **copy of the lease**
- The last **ground rent** and/or **service charge** demand, receipted if possible
- A **copy of the insurance policy** for the property if you have it
- A **copy of any correspondence** with the freeholder or their managing agents
- Any **share certificates** in a management company.

Don't worry if some of these items are not readily available as copies can be obtained from the relevant parties. However, remember the faster you get your paperwork done the faster the sale will go through.

Get in touch today

Give us a call or drop us a line and we will be delighted to provide you with a quotation or answer your questions.

Email us:

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Contact our local offices:

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