



# SALES AND LETTINGS BROCHURE 2026

**We have over 30 years experience in property  
and are always willing to go the extra mile**

# Awards





# WELCOME

## A welcome note from all of us at 222 Estates

Previously known as Key Lettings, 222 Estates are Warrington's longest established independent lettings agency; we are now Warrington's "go to" Estate and Letting agent. Helping people to find their perfect homes and helping landlords to grow their portfolios. We have been a cornerstone of the Warrington lettings market for over 30 years; we don't envisage that changing any time soon, lettings and property management are still the core of our business. As another string to our bow over the past nine years we have established ourselves in the residential sales market too. We like to think of ourselves as a very straight forward and hard working estate agency that pride ourselves in offering a multiple award winning sales service that is honest and transparent whilst not charging a fortune. We don't tie anyone into any fixed term agreements and our fee is only payable on completion. You get a truly personal touch with 222 Estates and we pride ourselves on our communication throughout the whole process.

## We offer ONLINE ESTATE AGENT PRICES with HIGH STREET SERVICE

We pride ourselves on our level of service, offering all of our clients the absolute personal touch. You're not just a number!

Our residential lettings department has been established for over 30 years. The department believes in offering a quality and value for money service that is unmatched by any other agents in our area. Our services are designed to put the landlord first and to ensure the successful management of their property.



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# Contents

01

Welcome

09

Information Pack

05

222 Estates Residential  
Property Sales

15

Why Do We Need Floor Plans

06

Residential Lettings and  
Property Management

16

The Importance of "Kerb Appeal"



18

Preparing Your Home For Sale

19

Don't Forget To Clean

21

Considering & Accepting An Offer

22

The Buying Process

23

Moving Checklist

26

Removal Checklist





# 222 ESTATES

## Residential Property Sales

- Free valuation and assessment of sales market value
- Preparation of detailed property particulars including floorplans
- Erect advertising Boards
- Beautiful photographs of your property
- Accompanied viewings with our experienced and knowledgeable staff (including evening and weekend viewings)
- 24 Hour AI booking system
- Marketing the property; 222 Estates website, Rightmove, Zoopla, Social media
- Negotiate sale with prospective buyers to get our seller as much as possible
- Client portal system for the seller to track viewings, feedback and the sales process
- Totally bespoke service where you can be as hands on or hands off as you wish.
- Regularly update both seller and buyer during the conveyancing process
- Help to co-ordinate the completion with both solicitors and all parties involved
- A crystal clear sales fee structure

FROM  
**£895**  
Incl. VAT

Payable on completion

### Fee Structure

Upto £100,000	£895 inc VAT
£100,000 - £200,000	£1200 inc VAT
Over £200,000	£1500 inc VAT

# Residential Lettings and Property Management

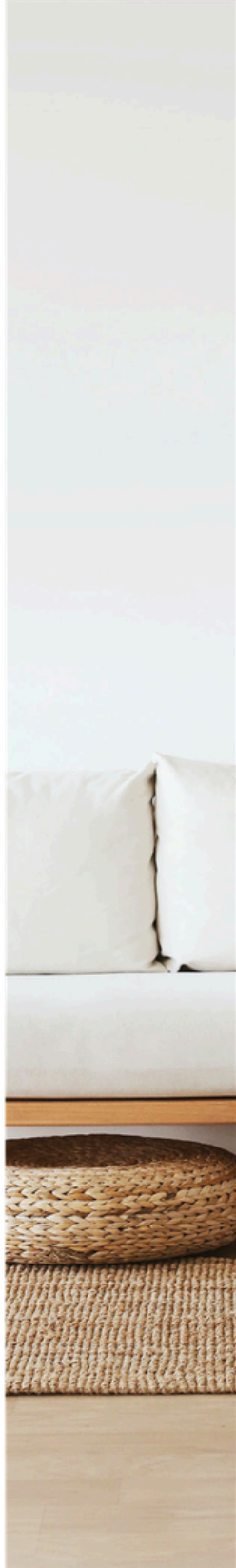
## LET ONLY SERVICE

- Free consultation and assessment of market rental
- Preparation of detailed property particulars
- Erect advertising boards
- Arrange Energy Performance Certificates
- Accompanied viewings with our experienced letting agents (including evening appointments)
- Credit and reference checks
- Employment checks
- Income confirmation
- Preparation of tenancy agreements
- Full colour photographic inventory
- Marketing the property: Company website, Rightmove, Zoopla, Facebook, Prime Location, On The Market
- Organise all legally required paperwork including right to rent checks
- Registering tenant for council tax, water and utility companies, supply meter readings

£400  
+VAT

Payable on completion of tenancy  
(deducted from first month rent)





**£300**  
**+VAT Let Fee**

Then 8% (plus VAT) deducted from rental as received

### MANAGED SERVICE

- Everything that is included in the "Let Only" Service – plus the following
- Rental collection and payment by bank transfer
- Legally register deposit with The Deposit Protection Service
- Lease renewals to Periodic Tenancy
- Organise property repairs
- Maintain Gas and Electrical Safety Certificates
- Regular inspections
- Monthly landlord statements
- Liaison with utility companies
- Council tax registration
- Checkout inspection including meter readings and photographs
- Negotiate deposit return

### ADDITIONAL SERVICES 222 ESTATES CAN ORGANISE

Gas Safety Check (due annually) .....	£80
EPC (lasts 10 years) .....	£80
Boiler Service .....	£80
Electrical Safety Certificate (due every 5 years).....	£180
Serving Notice of section 13 (rent increase) £40+vat (managed properties)	
Serving notice of section 13 (non managed) £80+vat	



# Information Pack

## Energy Performance Certificates

From 9th January 2013 all advertisements for either selling or renting property must clearly show the energy rating of the building. This includes newspapers and magazines, any written material produced by the landlords or estate/letting agents, and on the internet. If you have bought your property in the last 6/7 years it is very likely you will already have one of these this can be checked for at [www.epcregister.com](http://www.epcregister.com).

You must make the EPC available free of charge to prospective tenants at the earliest opportunity. This should be when they are first given written information about the property or view it, and before any rental contract is entered into. EPCs are valid for 10 years and can be reused as many times as required within that period. It is not necessary to commission a new EPC each time there is a change of tenant although landlords may commission EPCs for these properties at any time to prepare for a change in tenant. If a newer EPC has been produced for a home within the ten year period, only the most recent one is valid. The EPC provides prospective tenants with information about how energy efficient a property is that they are considering renting.

These Certificates need to be generated by a qualified energy assessor at a cost of around £80, we can take care of this for you if required.



## Tenants

Finding the right tenant for a property is fundamental. We start by establishing criteria for the sort of person you wish to occupy your property. We then match this to prospective tenants who must provide us with professional references, proof of income, proof of previous addresses, pass credit checks and if necessary, source a guarantor. Only after these checks are complete and satisfactory will we then proceed with a tenancy.

When dealing with private tenants we take references, usually from their employer. Payments are due every calendar month, in advance, starting from the commencement of the tenancy agreement. We do encourage tenants to pay their rent by standing order. However, should they pay by cheque, cash or credit card, we must allow time for this to clear with our bank before forwarding payment to you.

## Rent

When we initially assess a property, we indicate what we believe to be a realistic rent, based on present market conditions and our 25 years' experience. Prospective tenants usually accept our valuation, but there may need to be some room for negotiation. We will always approach you with all offers.

## Deposits

We request a deposit for all tenancies. For private tenants, the deposit is equal to 5 weeks rent.

Deposits are held to help ensure the tenant looks after the property and as a safeguard against unpaid rent. It is refundable at the end of a tenancy, only after the tenant has vacated the property, providing the property and their account are in an acceptable condition.

Deposits are no longer able to be held by Landlords or their Agents. These must be logged with a government affiliated scheme see [www.gov.uk/tenancy-deposit-protection/overview](http://www.gov.uk/tenancy-deposit-protection/overview).

If we manage the property the deposit will be held in our government backed custodial scheme, The Deposit Protection Service; you can find information on this at [www.depositprotection.com](http://www.depositprotection.com).

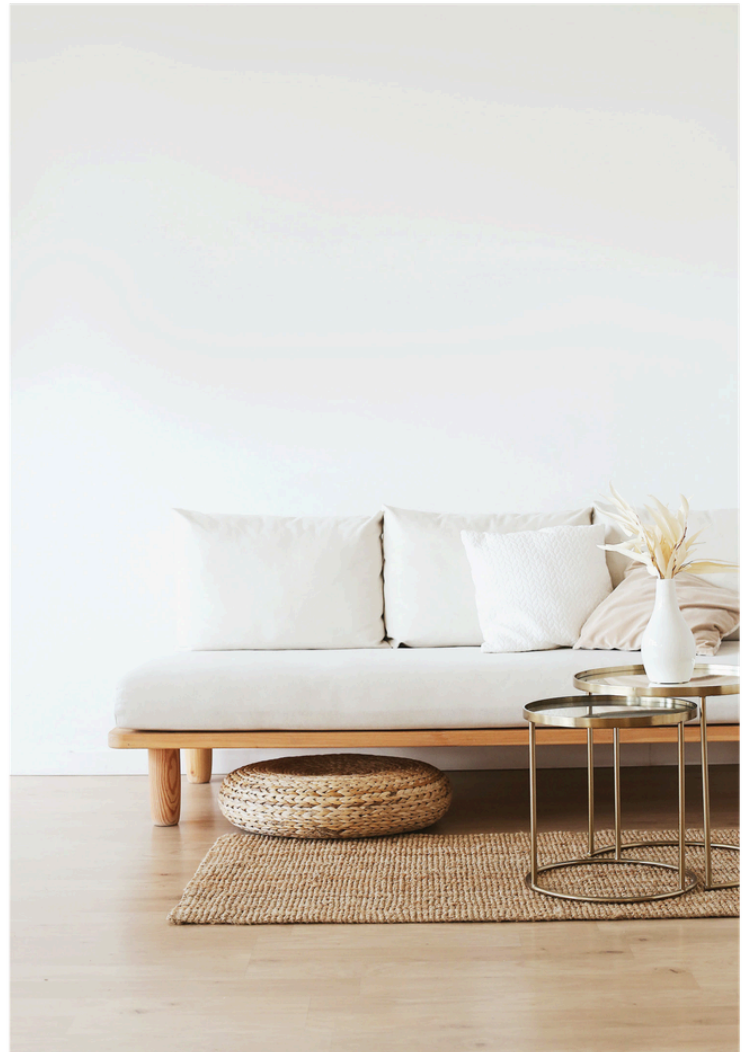
If you decide to manage the property yourself, you will need to log the deposit appropriately; before we pay this deposit across, landlords will be required to show that they have a valid account with one of the affiliated schemes and sign a declaration that they will log the tenant deposit accordingly and in line with the legal obligations.

When the tenant vacates the property, landlords will have an opportunity to inspect the property prior to the deposit being refunded. If this is required then please make arrangements to view the property as soon as possible, once the tenant has vacated, as we are to inform the tenant within 14 days of any issues which may affect the full refund of their deposit.

## Commencement of Tenancy

The tenancy commences on the date shown in the tenancy agreement. Prior to the tenant moving in we will compile an inventory and schedule of condition of the property. The inventory will list all furnishings and contain a description of the condition of the property. A copy of the inventory will be sent to both landlord and tenant. This provides both parties with an opportunity to confirm the accuracy of the document.

Whilst compiling the inventory we also take any meter readings. These readings are then passed on to the appropriate utility companies. At the same time, we also inform the council of the change in tenancy.



## Landlord Payments

### Managed Properties

Payments are usually made to landlords on or before the seventh working day of the month (this can sometimes be up to the 14th of the month if there is a Bank Holiday). Landlord statements are sent by email, as are scanned copies of any invoices for works carried out on their behalf.

### Let Only

Once the tenant has paid their balance, signed leases, inventories and other affiliated paperwork and finally collected keys we will then generate all paperwork and payment for the landlord who will need to sign for the deposit and then money will be transferred into their nominated bank account. We will set the tenant up on a standing order so future payment should be paid direct into this account.

## How 222 Estates Can Help

Navigating the Renters (Reform) Bill doesn't have to be complicated. At 222 Estates, we provide expert guidance and hands-on support to ensure both landlords and tenants feel confident and protected.

### For Landlords, We Offer:

Clear advice on complying with the new tenancy framework  
Professional tenancy set-ups aligned with the latest legislation  
Support with rent reviews, notices, and possession procedures

Ongoing property management to maintain legal standards and peace of mind

### For Tenants, We Provide:

Transparent, fair tenancy agreements  
Well-maintained homes that meet all legal requirements  
Clear communication and professional support throughout your tenancy  
Whether you're preparing for change or already operating under the new rules, 222 Estates is here to help you move forward with confidence.

Speak to our team today to find out how we can support your tenancy journey.

## End of Tenancy

Once a tenancy comes to an end, we make arrangements to meet the tenant at the property. We then inspect the property again and take meter readings; we also obtain a forwarding address for the tenant. The deposit is refunded to the tenant once we are convinced that everything is in order. Should there be any disputes regarding the property condition, the first course of action is to give the tenant an opportunity to rectify the problem. If the tenant does not rectify the situation, we can then make a deduction from the deposit (valid estimates must be obtained indicating the exact cost of repair). Should an agreement not be reached between the landlord and tenant, the DPS will act as arbitrators. We will aim to resolve the disagreement as quickly and amicably as possible.

## Inspections

We conduct regular inspections of all managed, tenanted properties. These inspections serve numerous purposes and allow us to visit the tenant to ensure they are taking care of the property. We also check for signs that something may be wrong with the property. If anything needs attention, we will then inform you as soon as possible, helping to reduce the risk of the problem escalating and the potential cost increasing. These visits also enable us to get to know the tenants better, so that when the lease is due for renewal we can be confident in the advice we offer you. 222 Estates Ltd do not take responsibility for any alterations, damages or mistreatment of your property caused by tenants or their guests, although we will do everything in our power to resolve the matter to your complete satisfaction.

## Repairs

Every property at some point will need some work doing to it. If things go wrong and the tenant contacts us, we will immediately contact you. In many cases the problem will be resolved quickly. However, there are two important points to remember when it comes to repairs:

Firstly, if a serious fault occurs (water burst, flood, etc) and we are unable to reach you, we will authorise a repair up to an agreed cost.

Authorisation for this is contained within our agency agreement. There is a statutory obligation\* for a landlord to make emergency repairs within a specified time frame and therefore, we occasionally need to make a quick decision.

Secondly, once a property is tenanted, landlords have an obligation to ensure it is well maintained. Carrying out repairs quickly is as important for you as it is for the tenant. After all, repairs caught early can save money.

Tenants have the right to contact Environmental Health if repairs are not being attended to promptly and any ensuing enforcement order could include extra repairs. Work not done can be undertaken by the local authority and may add additional costs, which could be hefty.

(\*The obligation of the landlord is stated in the Landlord & Tenants Act 1985, section 11).

## Gas Appliances

It is a legal requirement that gas installations in residential tenanted properties are inspected on an annual basis. Inspections must be carried out by a Corgi-registered engineer and have to meet strict conditions before a safety report is issued. A copy of the report must be left at the premises. In addition, we must keep a copy on file.

We normally arrange for the safety inspection to be carried out by our local gas engineer, unless you have a preferred contractor.

Central heating systems occasionally break down and the cost of repairs can be substantial. For this reason we recommend a service contract issued by British Gas. You can spread the cost and pay by monthly instalments. If you decide to take out a service contract or are currently in possession of one, please let us know. The details will be kept on file, should the tenant have any problems, we will contact your service provider on your behalf.

## Electrical Safety

All rental properties in England are legally required to have a valid Electrical Installation Condition Report (EICR). This ensures that fixed electrical installations, such as wiring, sockets, and consumer units, are safe for continued use. An EICR must be carried out by a qualified electrician at least every five years and provided to tenants at the start of a tenancy, with any urgent remedial work completed within the required timeframes. Keeping an up-to-date EICR is essential for compliance, tenant safety, and peace of mind.

## Alarms

As of 10th October 2015 it became law that all rented properties should be fitted with Smoke and Carbon monoxide alarms. Failure to take adhere to this rule could lead to a landlord being fined or worse; prosecuted in the event of a fire or CO2 leak.

### Tenants can fit these at a cost of £40 per room

Some landlords have burglar alarms fitted that have a user code as well as a master code, (something that must be kept secure). The only means of changing the alarm number is with the Master code. Consequently while your tenants can have the benefit of the alarm they cannot change its settings. Due to the potential environmental impact of a malfunctioning alarm, they should be serviced on a regular basis.



## Legionella Risk Assessment

<http://www.hse.gov.uk/pubns/priced/hsg274part2.pdf>

Landlords of residential accommodation have responsibilities for combating Legionnaires' disease. Health and safety legislation requires that landlords carry out risk assessments for the Legionella bacteria which cause Legionnaires' disease and thereafter maintain control measures to minimise the risk. Most rented premises will be low risk but it is important that risk assessments are carried out and control measures introduced.

### What is Legionnaires' Disease?

Legionnaires' disease is pneumonia like illness caused by the Legionella bacteria and can be fatal. The infection is caused by breathing in small droplets of water contaminated by the bacteria. The disease cannot be passed from one person to another.

Legionella bacteria are found in the natural environment and may contaminate and grow in water systems, including domestic hot and cold water systems. They survive low temperatures and thrive at temperatures between 20 - 45°C if the conditions are right. They are killed by high temperatures at 60°C or above.

### Risk assessments

For most residential settings the risk assessment may well show the risks are low so long as simple control measures referred to in the next section are followed. This will apply to houses or flats with small domestic type water systems where the water turnover is high. Provided the risk assessment shows that the risks are insignificant and the control measures are being properly managed no further action would be necessary. It is important, however, to keep the assessment under review periodically in case anything changes to the system.

### What do I have to do to comply with the law?

Normally there is no reason why the landlord or appointed agent should not carry out this risk assessment himself/ herself so long as they are competent. Usually there will be no need to employ a consultant. The assessment should be a straightforward simple exercise in ordinary domestic premises.

**222 Estates Ltd can provide this service for £60.00, although please note that this can be handled by any competent person.**

## Furnishings

Any furniture left in a property should be safe to use and well maintained. Any soft furnishings must comply with fire regulations and the original fire regulation labels should be attached. If not, the furnishings must be removed from the property, and they cannot be stored at the rented address.

## Mortgages

If the property is subject to a mortgage, the mortgage lender must be informed of your intention to let. This should be done before a tenant moves into the property. Gaining permission from the building society usually depends upon the mortgage account not being in arrears.

Some lenders ask to see a copy of the lease, which the tenant will be required to sign. We will provide them with this at your request. Lenders may make a small charge to cover administration costs.

## Insurance

As a landlord you are still responsible for the building and accordingly the buildings insurance. Please note buildings insurance will not cover the costs of replacing or repairing carpets if they become damaged but it does however cover fixtures and fittings. If the property is furnished or partfurnished you may also wish to consider contents insurance.

## Tax

Income received from renting property is subject to tax and therefore we strongly recommend that you take advice from an accountant. Expenses incurred can be set against tax liability.

## Overseas Landlords

Landlords who reside overseas and own rented property in the UK are able to apply to the Inland Revenue for an exemption certificate, which enables us to pay them gross rent (subject to our agreed deductions). However, if they do not apply for exemption, it is a statutory requirement that letting agents deduct tax at source, currently rated at the lowest prevailing tax rate.

In these circumstances, we will withhold the necessary funds from your account on a monthly basis and will issue a certificate at the end of each tax year indicating how much tax we have paid to the Inland Revenue, on your behalf.

Should you reside or subsequently move overseas, you may decide to contact the Centre for Non-Residents, an Inland Revenue office based in Bootle, for an exemption certificate. We are happy to offer more advice about this.

### Empty Property

The provisions within our agency agreement do not cover your property when it is vacant. If you are concerned about the property and want us to manage it while it is empty, please inform us and we will plan to do so. There may be an extra cost for this service.

### Keys

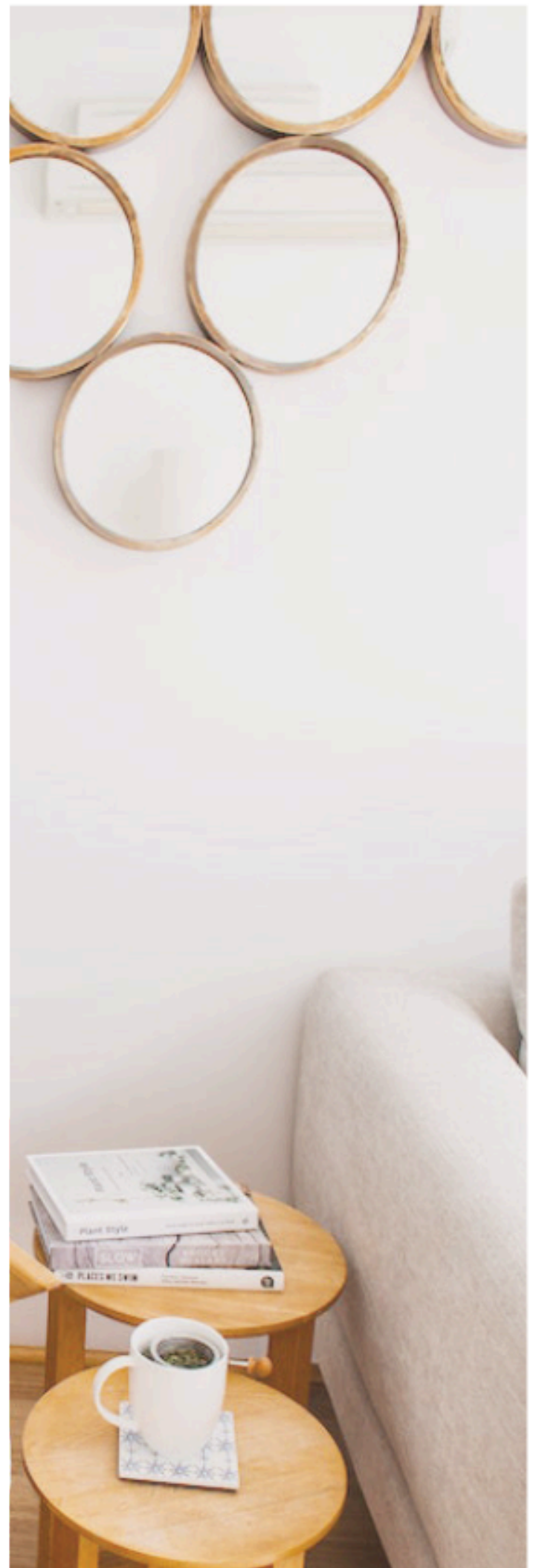
We require two sets of keys for the property. One set is handed to the tenant upon occupation and the other is retained in our office for use in the event of an emergency. Please be aware that should you wish to use or collect these keys at any time, we will require proof of your identification as a security measure.

We will also require any security fobs for designated car parks and key fobs or access codes for access to apartment building should this be necessary.

### Finally

Should you have any questions, please don't hesitate to contact us - we are here to help.

Liam, Cregg, Carol, David, Nathan and Jenna. - Property Management Team





## Why Do We Need Floor Plans?

Floor plans are just as important as images, if not more so. A floor plan is a fact that potential buyers can rely on. Images of rooms can be altered, enhanced, taken in flattering light or taken at good angles to make the property appear more attractive or spacious than it actually is. Because of this, buyers may be more inclined to view a property if they have had sight of a floor plan and therefore this is preferable when marketing a property.

Potential buyers / tenants want as much relevant information as possible when they are looking for a property and giving the dimensions of a floor plan can be essential. Floor plans showing room measurements, window and door placements allow potential buyers to imagine where their own furniture will go, and how they would use the space. Once they have started envisioning their life in this home, an emotional attachment to the property is more likely to form, making the decision one step closer! Floor plans with dimensions are not only useful in the viewing stage, it can be useful once the property is either purchased or rented for furnishing.



# The Importance of “Kerb Appeal”

## First impressions count

The front of your home is the first thing that buyers will see when they arrive. Buyers will immediately start assessing the property, starting with your kerb appeal; this includes your front door, front garden, right down to the gutters and pointing on the exterior.

The initial reaction is probably one of the most important. It sets the tone for the viewing and will have an effect on how buyers perceive the rest of the property.

If the first impression of the property is a negative one, the rest of the home will be tarnished with the same brush!

## Mirror Image

The condition of the exterior usually mirrors the interior. This means that if you have an unmaintained garden with long grass and weeds, the interior decoration, such as paint, is most likely faded or peeling and the plaster most likely cracking. The maintenance gives the buyer an idea of the type of person that has been living in the house before them and whether they have been taking care of it or neglecting it.

## Deal breaker

There will be buyers that will not even bother entering a property to see the rest of the home if they aren't happy with the kerb appeal. If the exterior is unimpressive then the buyers are likely to assume that the interior will not be worth seeing.

## Stand out from the crowd

If your kerb appeal is bland then it will make the property forgettable. However, if your kerb appeal looks great with vibrant landscaping and a freshly painted exterior then it will stand out from all of the other listings.

## Increased Value

It's the small details that can reduce the perceived value of a property, so don't overlook the weeding and the extra hanging basket that might just make all the difference. Buyers look at everything as they are walking up to the front door, so if the kerb appeal has any issues, you can bet that they will notice them! Any problems will register in a buyer's mind as reducing the value of the home.





# Preparing Your Home For Sale

When buyers are looking for a new home, you want to do everything you can to show them your property's potential.

Helping buyers to picture themselves living in your home not only means you receive better offers, but that you sell more quickly too. Here we share our top tips to prepare your home for sale:

## Declutter

Buyers can often struggle to see past furniture and personal items, and these things can make rooms feel small. Consider renting some external storage space to house items until you move, but try to strike a balance – remember, people often buy into a lifestyle. Try and show them your home life at its best.

## A fresh lick of paint

Creating the right first impression is very important when selling your property. Giving your walls a fresh lick of paint is all it takes to brighten up your room and can make all the difference when it comes to creating the right first impression.

## First impressions count

Buyers will often drive past a property to rate its kerb appeal before they express any interest. Tidy up the garden or driveway, clean the windows, and give the front door a spruce with some fresh paint.

## Fix, fix, fix

Small outstanding repairs can be easy to ignore when you see them every day, but when a buyer comes to look around your property they can make the place look quite tired. Look around every room in your home, make a list of quick-fixes and get them sorted.



## Don't Forget To Clean

Many people get so intimidated when it comes to cleaning when preparing to sell a home. You want everything squeaky clean. Here, we will help you remember what to clean, including places that are so easy to overlook because buyers will look everywhere.

Don't forget to make sure you have all the supplies you need. You'll quickly lose motivation if you have to stop to find supplies or go out and buy them.

### Reception Area

- Make sure the door and all hardware are sparkling clean.
- Wipe off any fingerprints, which are quite common in this area.
- Check for scuff marks along the walls or the bottom of the door. If there is too much dirt and too many marks, you may need to repaint the door or walls.
- Clean your welcome mat or get a new one.
- Make sure lighting fixtures and light bulbs are all in working condition and that you clean and dust them.
- Pack away unused items so there is extra room, making it look spacious.

## Kitchen

- Wipe down all the cabinets. You will be amazed just how much food splatter and grease can get on the doors and hardware.
- Clean all appliances, inside and out. This includes the entire interior of the refrigerator, dishwasher, and oven/stove.
- Don't forget to clean the cooker hood, both on top and underneath. Make sure that the grill is clean and the light bulb is working.
- Pull out the refrigerator and clean behind it and remember to clean underneath it too.
- Don't forget to clean underneath the sink. Take out everything and wipe down the entire inside, including any pipes.
- Wipe down any blinds or shades and wash any curtains or throw rugs.
- Find somewhere to temporarily store any pet food, dishes and other supplies.

## Bathroom

- Common missed areas include behind the toilet and underneath the sink. Make sure that any pipes and fittings are cleaned thoroughly.
- De-cluttering your bathroom is essential. You should only have absolute necessities on display.
- Clean out under the vanity and make sure that it is organised and that you removed any unnecessary items when de-cluttering so that it appears spacious.
- Scrub the floors and clean the grout lines.
- After de-cluttering, you should have removed all personal items, but make sure that any that remain are neatly stored or organised. You might want to invest in a shower caddy to keep everything in one place.
- Make sure that there are fresh, or ideally new towels on display, neatly folded.
- Clean the fan and ensure that it is functioning.

## Bedroom

- Buy new sheets, blankets and comforters, or wash your existing ones.
- Wash or dry-clean curtains and rugs.
- Remove any stains on any fabrics.
- Wipe down all furniture.
- Clean the Walls and Floors.





## Considering & Accepting An Offer

### Considering the offer

It is normal practice for buyers to offer 5-10% less than the advertised asking price so don't be surprised if initial offers are a little low.

There is no need to accept or reject an offer straight away, it is perfectly normal to think things over for a day or two. It is a good idea to find out from your estate agent the buyer's position first before making any decisions as there are other important factors to keep in mind when deciding who to sell you house to:

**What is the financial position of the potential buyer?**

- Do they have to sell a home in order to move?
- Are they a cash buyer?
- Do they have a mortgage approved in principle?
- **What are your buyer's time-scales for moving?**
- Do they need to move quickly?
- Are they part of a chain?
- Are they flexible on a move date?

### Also consider your own position

- Do you have to move quickly in order to secure your next house? If so, then you may be more interested in accepting an offer from buyers who are not part of a chain.
- If you are in no hurry to move, then you could hold out for a higher offer.

A buyer who is not part of a chain and who already has a mortgage approved is a more favourable purchaser than someone who needs to sell their own home in order to fund the purchase, and who hasn't yet got a mortgage approved.

### Accepting the offer

If you do accept an offer it is usually 'subject to survey or engineers report,' which means as long as the survey doesn't throw up any surprises, the buyer will keep their offer. The accepted offer is not legally binding until contracts are exchanged.



# The Buying Process

## ARRANGING YOUR MORTGAGE

Before you begin the search for your ideal property, it is recommended that you speak to a mortgage advisor to obtain information on what price range you can search. We can recommend a local broker to help you with this.

## ARRANGE VIEWINGS ON SUITABLE PROPERTIES

Once you have decided what type of property and the price range you are searching for, you can then start arranging to view some properties you are interested in. You may wish to second view the property before making an offer to ensure it is the right property for you.

## MAKE AN OFFER

Once you have decided which property you want to buy, you can then make an offer to the estate agent. The estate agent will most likely require information from you including your mortgage details. If you have sold your property, you may be asked for details regarding your sale.

## INSTRUCT A SOLICITOR

Once you have had an offer accepted on a property, this is the stage you instruct a solicitor to act for you. We can recommend a couple of local solicitors to help you with this if needed. Once both the buyer and seller have instructed a solicitor, the estate agent will then send a memorandum of sale to all parties involved to initiate the start of the sale.

## APPLY FOR MORTGAGE

Once you have instructed your solicitor, you will then need to arrange another visit with your mortgage advisor. This will be to apply for your mortgage. The mortgage company will instruct a valuation survey on the property you are purchasing.

## CONVEYANCE

While applying for your mortgage, your solicitor will begin the conveyance process. Once your solicitor has completed the relevant paperwork and they are happy with the purchase, they will ask you to sign the contracts. The conveyance process can vary dramatically with regards to time frames due to every purchase being different.

## EXCHANGE OF CONTRACTS

Once your solicitor has received your mortgage offer and both solicitors hold signed contracts, they can exchange contracts. A moving / completion date must be agreed before exchange of contracts. Once you have exchanged contracts you will be in a legally binding contract to buy the property.

## COMPLETION

This is the day that you legally take ownership of your new property. You will generally collect the keys for your new property from the estate agent.



# Moving Checklist

Moving your life into a new home can be stressful, making it hard to remember all of the important tasks that need completing before the big day. Our moving checklist will hopefully relieve some of that stress, helping to make your move the enjoyable experience that it should be.

## 2 - 3 months before your move

- Book time off work for before and after your move
- Ask your employer if they offer relocation assistance
- Look for a new school and transfer your children's records
- Conduct research on removal companies – obtain quotes from at least 3 companies
- Start decluttering – go through each room one by one and identify items to sell, donate, or throw away
- Create a folder with important documents – company quotations, contact information, contracts, significant dates
- Check your life and home insurance policies to make sure you are covered

## 5 - 6 weeks before your move

- Decide on a removal company
- Arrange for a home survey
- Gather packing materials from the removal company or from alternative sources
- Make a complete inventory of your belongings
- Begin packing, working room by room – start with items that are not immediately necessary
- Check for parking restrictions in the area of your current home & new home.

## 1 month to go

- If you are renting, inform your landlord of your moving date
- Make arrangements for childcare and pet care during your moving day
- Start emptying your fridge, freezer, and pantry strategically – create a meal plan
- Confirm the moving day with your removal company
- Inform people such as utility companies, banks, friends, and family, of your move
- Register to vote and pay council tax in your new area
- Clean your home or book professional cleaners

## 2 weeks before your move

- Cut off certain services such as television, telephone and internet to avoid extra charges
- Look at potential new utility providers at your new home for better deals
- Pay outstanding bills and cancel or relocate your subscriptions: newspapers, magazines, etc.
- Redirect your post
- Continue packing as much as possible – don't be afraid to ask friends and family for help
- Return any items you have borrowed
- 1 week before your move
- Confirm the final details of the moving day with your movers
- Create a list of boxes corresponding with rooms – match via colour labelling your boxes
- Clean and defrost your fridge and freezer
- Do as much laundry as possible
- Arrange a time to collect the keys to your new home with your estate agent
- Pack your most important documents in a safe, accessible place – This includes passports, driving licenses, birth certificates and insurance papers
- Pack an essentials box for your first few days at your new home

## 1 day before your move

- Take a thorough walk around your house – take your time and check all areas
- Pack a few lunch boxes for when you get hungry during your moving day
- Pack a box with tools you need to unpack such as box cutters, scissors, and pens
- Make sure your phone is fully charged
- Get a good night's sleep to be in the best shape for your big day
- Create an information packet for the new owners – include instructions for appliances, contact information for utility companies, rubbish collection schedule, etc.

## On your moving day

- Strip your beds and pack your linen in clearly marked boxes
- Record your meter readings to ensure that you are not charged for usage that is not yours
- Be present when the movers arrive
- Take one last look around your house for forgotten items and to make sure all appliances are switched off
- Give your movers emergency contact information and make sure they know the location of your new home
- Once you are in your new home
- When the movers unload your valuables, check for damage
- Open up your moving tool box and essentials box
- Start unpacking your belongings, starting with items you immediately need
- Reference your inventory list to assess any damage and missing items
- Take note of the utility meter readings in your new home
- Make sure all keys to your property work properly
- Plug in all appliances and electronics
- Make your beds so that you can quickly go to sleep on your first night
- Check that the hot water and heating in your new home is working – it's incredibly important to have a hot shower after your busy day
- Introduce your children and pets to their new home

## Days after you have moved in

- Replace the locks
- If you notice any damage or faults that did not previously exist or was missed, contact your removal company or surveyor immediately
- Involve your children in organising their rooms
- Meet the neighbours
- Take your time unpacking
- Explore your new area
- Relax and enjoy your new home



# Removal Checklist

Moving house can be considered one of your most stressful life events, one of the reasons being the packing stage. However, this doesn't have to be the case! There are steps that you can take to make moving day that little bit smoother and less frantic.

Take a look at our hints and tips across the page to help you on your way to a stress-free move.

What do I need?

- Small/medium/large boxes.
- Heavy duty boxes.
- Packing tape.
- Bubble wrap.
- Old newspapers.
- Stretch wrap for furniture.
- Marker.
- Labels.

## How to pack

**Pack Early:** Take into consideration the size of your property when thinking of starting to pack. For example, for a large house, two months should be enough if you pack one box per day. For smaller properties, one month should do the trick.

**Start with rooms you least need:** It makes sense to pack the items that you need the least and do not use on a daily basis. For example, seasonal items that you currently do not need such as festive decorations, gardening tools or winter/summer clothing.

**Pack one room at a time:** This is important when it comes to packing and is something that people don't often abide to. By packing one room at a time it will help you stay organised and will make unpacking a lot easier.

**Do not exceed the limit of 30 pounds per box:** If you pack the box too heavy then it may not be able to withstand the weight. Pack light items in large boxes and heavy items in small boxes. This will save you a great deal of back pain!

**Fill empty gaps:** Using packing papers, old newspapers or even tea towels to fill any gaps in boxes. This will make your items more secure when being moved.

**Label your boxes:** Write the contents of each box on the sides of the boxes; Try avoiding writing anything on the tops of the boxes as this will be difficult to see if the boxes are stacked. Try to use a different colour marker for each room.

**Put heavier boxes on the bottom:** This may seem like common sense but it is important not to forget in the chaos of it all. By putting the heavier boxes underneath the lighter boxes, you are ensuring that no breakable items will be crushed during the move.

## BOX OF ESSENTIALS

- Snacks, canned or boxed food.
- Can opener.
- Eating utensils.
- Pans and pots.
- Towels and dishcloths.
- Toiletries.
- Baby supplies.
- Pet food (if you have a pet).
- Instruction manuals for any electric appliances.
- First aid kit and any medication that you need
- Tool Box.

## Testimonials

Lianne ★★★★★



I can't recommend 222 Estates highly enough, especially Liam Grundy. He went above and beyond to help me get back into the house I love during a very stressful time.

Liam was professional, supportive, patient and genuinely caring throughout the whole process. His communication and dedication made all the difference, and I'm incredibly grateful for everything he and the team did.

Leanne ★★★★★



Had a fantastic experience from Greg and the team in the sale of our property!

Andrew ★★★★★



222 have been amazing letting agents for me for over 10 years now. Big shout out to Gregg who recently took care of entire refurbishments of 2 properties too. He always makes sure that my tenants are happy and goes the extra mile to make being a landlord as straight forward as possible. Big thanks to the 222 team

Claire ★★★★★



I've had the pleasure of working with 222 Estates for the past few years, and I can confidently say that they have exceeded my expectations in every aspect of property management.

From the start, their team demonstrated professionalism, responsiveness, and a clear understanding of the rental market. They took the stress out of managing my property by handling tenant screenings, lease agreements, maintenance requests, and rent collection efficiently and transparently.

Communication has always been prompt and courteous, and I appreciate the detailed monthly reports and updates. It's clear they take pride in maintaining both the property and strong relationships with tenants, which has led to longer tenancies and fewer issues overall.

I highly recommend 222 Estates to any landlord looking for a reliable, proactive, and trustworthy management partner.



## Testimonials

Daniel ★★★★★



Couldn't be more pleased with the service price and effort, constantly keep in touch with you nothing is too much ,best estate agents In warrington

Robert ★★★★★



Cannot recommend 222 estates enough gregg and the team did a brilliant Job selling my late brothers property. Sold the bungalow within 24 hours.well done 222 estates thanks

Valdas ★★★★★



Gregg and his team were fantastic! Their prompt replies and clear communication made the entire property sale process smooth and stress-free. They were professional, efficient, and always went the extra mile. Highly recommend!

Victoria ★★★★★



Want to acknowledge Gregg from 222, what a legend ☐  
My boyfriend and I have had a range of easy going > difficult history with letting agencies having moved around Manchester City Centre over the years, some clueless, some financially greedy and many just incompetent, (we've all been there) however upon dealing with Gregg from 222 we were met an unbelievably attentive friendly and trustworthy face. Gregg has consistently gone the extra mile during our settling in stage, always with positivity and quick solutions too!  
Letting agencies could learn a lot from him setting an exceptional standard in the industry. Thank you Gregg and the 222 Team for 10/10 communication and for making our latest move so seamless - best in the game.



## Testimonials

sam waiting ★★★★★ 

Gregg, was absolutely brilliant, easy to contact and handled our purchase with efficiency and care. Would 100% recommend. He helped us with correspondence with the seller, couldn't have asked for a better person to help us with the whole process!

Katie ★★★★★ 

Fantastic service from all the guys at 222, our home was sold fast and they were always on hand if we needed any questions answered.

Stephen ★★★★★ 

I am a landlord with 6 rental flats in Warrington managed by 222 Estates who provide an exemplary service for a very reasonable management fee. Try 222 Estates as in my opinion you will not be disappointed.

Emma ★★★★★ 

I've been a landlord with 222 estate agents for just over 3 years with a fully managed property. They are always on hand to answer any questions and to sort out problems efficiently. I had a lot of repairs that needed to be completed after a previous tenant moved out all work was completed very quickly and to a very good standard so the property was soon ready for another tenant.

Lewis ★★★★★ 

Great estate agents! Gregg was really helpful in the renting and the subsequent sale of my apartment. They helped me find tenants, managed them with great communication and then similarly found me a buyer for the apartment and kept open communication with them and myself throughout. Would always recommend Gregg for any estate agent activities.





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