

Selling Guide: Checklist

From taking meter readings to informing your bank, there are many admin tasks to complete when selling your property. This can feel daunting especially on top of the conveyancing process and packing up all of your belongings. That is why we at Scullion LAW have created this handy checklist to help sellers complete each job quickly and easily.



Deal with council tax

You must let the local council know as soon as possible that you intend to move. You will be asked to provide your old and new addresses and your moving date. Once this information has been submitted, the council will send a final bill, which usually must be paid as one lump sum within a month, followed by an annual statement for your new property. If you are staying in the same area, you can continue to pay the council using the same method as you are currently; otherwise you'll need to set up a new account. If you have any questions, please follow this useful link <https://www.mygov.scot/council-tax/>

Organise building insurance

As soon as the missives are concluded and the date of entry is legally binding, the buyer is legally responsible for ensuring there is adequate buildings insurance in place on the date of entry for your old property. If you are also buying a new property, you will similarly need to ensure you have adequate buildings insurance in place for your date of entry.

It is important that you are aware that the missives can be concluded at any time up until the date of entry so you should inform your insurance provider as soon as this happens to avoid overpaying. Please note **it cannot be guaranteed when your missives will conclude** as there are factors which are out with our control so you should arrange to make the appropriate investigations for your buildings insurance in light of any approaching but not legally binding date of entry.

We cannot be responsible for any overpayment to your insurance provider should you decide to proceed with your buildings insurance ahead of our confirmation that your missives are concluded. Your insurance company may provide cover for any damage caused to the property between the exchange of contracts and completion of sale. Have a look at your policy or contact your provider if you are unsure. Our friends at Mortgage Advice Brokerage are on hand to help. Click [here](#) for more information visit us 730 Dumbarton Road, Glasgow.





Update your energy provider

There are certain steps you should take concerning your gas and electricity supply to ensure you do not end up overpaying. Before you move you should:

- Inform your energy supplier(s)
- Take final meter readings on the day you move out and give these to your supplier(s)
- Let your supplier(s) know your new address so they can send you a final bill

If the amount in your final bill does not seem right to you, you should contact your supplier directly. It is important to keep hold of your final meter readings and the date they were taken in case you do have to dispute your final bill. If you have overpaid, you can claim the money back.



Redirect your post

Redirecting your post is not only important to ensure you do not miss important letters, it is also vital to protect yourself against identity theft and to stop others from accessing your personal data. For a fee, you can arrange for your mail to be directed to your new address for 3 - 12 months via Royal Mail. You can find more information by clicking [here](#).

Communicate your change of address

As well as redirecting your post, you should also ensure certain people and organisations are aware of your change of address. Among the most important are:

- your bank
- your insurance providers
- your utility providers
- HMRC
- [DVLA](#)

- The local council
- The electoral register
- your doctor, dentist and other medical services
- your employer
- your children's' school

There may be other people you may wish to tell, including cleaners, window cleaners and gardeners.

At Scullion LAW, we understand selling your property can be stressful. We are here to provide reliable advice and strong support throughout the transaction. If you have any questions about any part of the selling process, please do not hesitate to get in touch with our dedicated and friendly Property team.

Once you have settled into your new property – we strongly encourage you to update your Will to reflect the change to your personal circumstances. It is important that you review your Will every 3-5 years and ensure that those you love are protected for the future. You can fill out our online questionnaire [here](#) and make an appointment to speak to one of our Wills & Future Planning solicitors in Hamilton or Glasgow. Trust in us. We are here to help when you need us.

Read more about the benefits of making a Will [here](#).