

## Estate Agency

Our comprehensive Estate Agency Service includes:

- Visiting the property, taking marketing photographs, advising vendor of suitable asking price, preparing schedule for sale particulars;
- Carrying out required Anti-Money Laundering (AML) checks;
- Guiding you through the production of the required Home Report (All Home Report outlays are payable by you directly to the vendor in advance. Wm. Skelton & Co. use a Glasgow based company "Onesurvey Limited" to collate and distribute the Home Report on behalf of our clients. The fees charged for this vary depending on the size of the property and must be paid to Onesurvey Limited in advance);
- Preparing floor plans, having same approved by the vendor;
- Preparing property card to advertise the property from our office window display;
- Providing virtual viewings;
- Dealing with all queries regarding the property and note the interest of any prospective purchasers;
- Adding property to our property list which includes colour photographs for each property and forwarding to prospective purchasers. Schedule of sale particulars with colour photographs will be distributed to interested parties;
- Advertising property on our web site [www.wmskelton.co.uk](http://www.wmskelton.co.uk) as well as nationally on **Zoopa.co.uk** and **Primelocation.com**;
- Preparing and instructing advertisements in the local and national press, although we do not advertise without first taking the vendor's instructions (All advertising outlays are payable by the vendor);
- Providing 'For Sale' posters and garden poles;
- Conducting viewings.

### Sales Commission (upon which V.A.T. is payable)

<b>Sale Price (Up to £200,000)*</b>	
Estate Agency Service alone	<b>1.5% of Sale Price</b>
Estate Agency and Conveyancing Services	<b>1.4% of Sale Price</b>
<b>Sale Price (Over £200,000 up to £300,000)</b>	
Estate Agency Service alone	<b>1.25% of Sale Price</b>
Estate Agency and Conveyancing Services	<b>1.15% of Sale Price</b>
<b>Sale Price (Over £300,000)</b>	
Estate Agency Service alone	<b>1.1% of Sale Price</b>
Estate Agency and Conveyancing Services	<b>1% of Sale Price</b>

\*Our minimum sales commission is £500 plus VAT of £100.

If the seller decides to withdraw their property from the market we charge a fee of £400 plus VAT of £80 and any outlays. However, your property will have been marketed widely, particularly via our websites. Therefore, should you sell your property within 3 months of withdrawing it from us our full sales commission will be payable by you to us.