

Geoffrey Clapp Associates

# A Seller's Guide



[www.geoffreyclappassociates.com](http://www.geoffreyclappassociates.com)



## ***Our area is your area***

## ***The agent, where friendly professional service is key***

Geoffrey Clapp Associates is a long established estate agents and auctioneers based in the market town of South Molton. We pride ourselves in a truly personal service providing friendly, honest advice with a smile!

Our enthusiastic team, Mike, Martyn, Geoff, Vikki, Mandy and Sue will guide you through both the selling and buying process to the very best of our ability in order to progress sales as quickly and smoothly as possible.

Specialising in the full spectrum of property sales from town, country, agricultural and farms sales, the team have a wealth of experience in all aspects of property sales throughout North Devon and West Somerset and will guide you on the best method of sale, be it private treaty, tender or auction, to achieve the best possible outcome.

Our experienced team of valuers, Mike, Martyn and Geoff, will be delighted to offer you the very best advice for selling, with open, honest valuations for your property. All sales are taken on a 'no sale, no fee' basis. Probate valuations are also a speciality, with a robust and comprehensive report delivered in a timely and conscientious manner to the desired probate official.

Geoffrey Clapp Associates have the benefit of satellite offices in Chulmleigh, Barnstaple, Bideford and Westward Ho! Which offer excellent outlets and area coverage for sales and information to potential buyers. Our extensive website coverage on Rightmove, Zoopla and our own website ensures we have the marketing of your property well and truly covered!





## **The Process – Steps to achieving a successful sale**

***New to the Market*** – Getting the marketing of your property right from the outset is key. Our extensive marketing coverage ensures buyers will be alerted to your property's arrival on the market, ensuring buyers are attracted from far and wide.

***Viewings and First Impressions Really Do Count*** – Ensure your home is ready to receive viewers by decluttering and depersonalising. We will fully research each viewer's position along with their requirements to ensure no one's time is wasted and will accompany viewings if you require. We request feedback from all viewers and will discuss the outcome with you shortly afterwards.

***Offers and Agreeing a Sale*** – As our client, you have instructed us to market your property. We will strive to achieve the best possible sale price for you. Our negotiating team have many years of industry experience and will guide you through this process.

***Concluding a Sale*** – Finding a buyer and agreeing a price for your property is really the very beginning of the process. Our sales progression team will guide you through each step with their vast experience, hopefully easing the stress out of the process. We will regularly speak with the professionals involved in the chain and keep you updated at each stage.





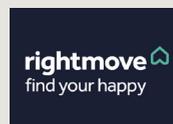
## Be Seen In The Right Places

**Online Marketing** – A large proportion of buyers now begin their property search online so a significant online presence is key. We will market your property on all the main portals including our website - geoffreyclappassociates.com, Rightmove and Zoopla.



**Newspaper Advertising** – We extensively advertise in local, regional and national publications and benefit from their linked online portals. Editorial coverage is also a popular way to increase marketing opportunities.

**West Country Offices** – With a large window frontage in South Molton, Chulmleigh and at our associated offices in Barnstaple, Bideford and Westward Ho!, your property will be marketed in all the main local towns ensuring no potential buyers are missed.



**Bespoke Brochures** – A high quality brochure detailing the key features of your property will be sent to you for approval before being made available online. We also email and post details of your property to all potential buyers on our extensive database of searching applicants. Professional photography, aerial views and drone photographs are also available. Floorplans are always included to give your buyer as much information before viewing.



**Marketing Campaigns** – Certain properties benefit from specific types of marketing. With our extensive experience we will advise you of the best way to sell your property, ranging from private treaty, tender, auctions or open days with a set marketing period.



**For Sale Boards** – A well-positioned and prominent For Sale board not only helps your viewers locate your property but can also attract interest from new potential buyers.



# Lettings

Whether you are a first-time landlord who is looking for a one-off let or you are a landlord who is looking for an agent to manage your investment portfolio, we have the expertise, experience and enthusiasm to provide the service you require.

We offer a FREE, no obligation valuation of your home giving you the expert advice you need.

We provide a comprehensive range of professional services that ensure you get the best advice possible coupled with peace of mind. We are a member of “The Association of Residential Letting Agents” (ARLA Property Mark). ARLA is the main national regulatory body, which means you will have the security of knowing that your funds are bonded (similar to ABTA in the travel business) and that we are governed by a strict code of conduct to protect your interests. We have a separate Client Bank Account for all client money and we carry Professional Indemnity.

Choosing the right tenant is crucial and not always easy. It is partly a matter of making sure the references are satisfactory, and partly a matter of judgement. Our experience and thorough vetting procedures will ensure all prospective tenants are screened effectively before the tenancy begins.

We find tenants by advertising on our website as well as various other property portal websites, in the local press and by keeping in contact with local businesses and other organisations. With your permission we will put up a “To Let” sign outside your property.

A good tenancy agreement, written in plain English is essential. We use a detailed and comprehensive form of Assured Shorthold Tenancy Agreement, which has been drawn up by ARLA and covers current Landlord and Tenant Legislation.

All deposits for Assured Shorthold Tenancies must be protected under a Deposit Protection Service. We are a member of the “Tenancy Deposit Service” (TDS). All deposits for managed properties are protected under this scheme. We are also members of the “Deposit Protection Service” (DPS). All deposits for Tenant Finding are protected under this scheme, then transferred to the Landlords ID through the scheme.





## What Our Clients Have to Say

Very friendly and efficient. Local knowledge is unsurpassed. Best Estate Agents ever.

Friendly, local company. Lots of knowledge, kept me informed constantly.

We have had a very personal service from start to finish, which was particularly nice for us moving to Devon. In particular Martyn was very helpful, friendly and professional.

GCA gave us a first class service, provided by helpful and competent staff.

We've never dealt with such professional agents. The experience was well beyond any previous experience and expectation. We're very grateful indeed.

An excellent service! Many of your colleagues went out of their way for us. Thank you!

Adam did a brilliant job, sometimes under trying circumstances. We felt we were getting a personal service.

Very helpful throughout and went the extra mile to make our move and your client's sale go through.

Always polite and friendly and free with time, which is rare in these modern times!

I was delighted with service I received and am happy to recommend GC Associates to anyone.

Buying with you was a very positive experience.

Delighted with the whole service from GCA - first class!

*Thank you for your excellent service.*





## Property Selling Milestones

### A Summary

- Prepare your property for sale - declutter and depersonalise
- Let your solicitor know you are planning to sell
- Check your tax position with your accountant/financial advisor, especially if you are selling a second home, business property etc
- Obtain a quote for removals
- If you have a mortgage, request a redemption figure and check the cost if you are ending a term early. Book a valuation and instruct GCA to market your property
- Prepare and plan for viewings
- Agree a sale and instruct your solicitor. Your solicitor will request information from you regarding the title documents, legal questionnaire and fixtures and fittings forms to prepare the draft contract for your buyer's solicitor to check
- When the contract is agreed, surveys have been passed and buyer's lending is approved, contracts are exchanged and a completion date is agreed
- Confirm removals and get ready for your moving day
- Inform your utility suppliers and let people know about your change of address
- On the day of completion take meter readings

### The Completion Checklist – Suggested contacts

- |                                 |                       |                       |
|---------------------------------|-----------------------|-----------------------|
| • <i>Family and Friends</i>     | • <i>Council Tax</i>  | • <i>Dentist</i>      |
| • <i>Schools/nursery</i>        | • <i>DVLA</i>         | • <i>Vets</i>         |
| • <i>Service Providers</i>      | • <i>Sports Clubs</i> | • <i>Credit Cards</i> |
| • <i>Opticians/Doctor</i>       | • <i>Newspapers</i>   | • <i>Milkman</i>      |
| • <i>Banks/Building Society</i> | • <i>TV License</i>   |                       |
| • <i>Store Cards/Catalogues</i> | • <i>Employers</i>    |                       |



**Geoffrey Clapp Associates**  
*Residential Sales*

: 01769 572121  
: info@geoffreyclappassociates.com  
: 10 Broad Street, South Molton, Devon EX36 3AB

**The Wright Property**  
*Lettings Office*  
www.thewrightproperty.co.uk

: 01271 374062  
: property@thewrightproperty.co.uk  
: 19 Cross Street, Barnstaple, Devon EX31 1BD

**Bideford Office**  
*Lettings Office*  
www.thewrightproperty.co.uk

: 01237 27312  
: property@thewrightproperty.co.uk  
: 31 Bridgeland Street, Bideford, Devon EX39 2PS

**Westward Ho!**  
*Lettings Office*  
www.thewrightproperty.co.uk

: 01237 273127  
: property@thewrightproperty.co.uk  
: 22 Nelson Road, Westward Ho!



**Disclaimer,**

Geoffrey Clapp Associates cannot accept responsibility for any loss incurred, either financial or otherwise from information given within this booklet.