

Sale Ready Sellers Step-by-Step Guide



1. Introduction

Your dedicated **Onboarding Specialist** will be in touch to explain the Sale Ready service, including pricing, process, and benefits.



2. Setup and payment

Once you confirm you'd like to go ahead, you'll receive a secure **Stripe payment link** to pay the **£120 inc. VAT Setup Fee**.

This payment starts the creation of your Sale Ready Pack. The remaining £360 inc. VAT fee is payable on completion of your sale.



3. Document signing

You'll then receive the following documents via **DocuSign**:

- Client Care Letter
- Sale Ready Vendor Contract

Once these are completed, we'll introduce you to your dedicated **Sale Ready Specialist**.



4. Completing your Pack

Your Sale Ready Specialist will guide you through the documentation needed to complete your pack. These forms will be available in your **iamproperty movebutler portal**:

- TA6 and TA10 (and TA7 if Leasehold)
- Standard Enquiry Form

Your Sale Ready Specialist will be available to answer any questions and will also arrange **Search requests** with your Conveyancer as part of the upfront preparation.



5. Conveyancer handover

When your documents are complete, your dedicated **Conveyancer** will take over, reviewing your pack to make sure you're **sale-ready**.

Your Conveyancer will call to introduce themselves and may request any additional information needed during the Enquiries process.



6. Pack ready for buyers

Once your pack has been reviewed and approved, it will be available for motivated buyers to view – giving them confidence to proceed quickly.