

## Anti-Money Laundering Regulations

David Jordan Estate agents are subject to Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and the Criminal Finances Act 2017. As a result we will need to obtain and hold evidence confirming your identity and proof of your address. We will be unable to proceed with any work on your behalf until we obtain this from you. Your identity may be subject to an electronic identity check, which may leave a soft footprint on your credit report. Where appropriate, proof that you have the right to sell the property such as Power of Attorney or Grant of Probate will be required.

## Acceptable Identity Documents

Below is a list of acceptable individual identity documents. We will require sight of all original documents or alternatively certified copies. Subject to your individual circumstances, our team may liaise with you for further/other documentation. We require one document from List A and one document from List B dated within the past three months.

### LIST A – Identity Document

- Current signed passport
- Valid UK driving licence
- EEA member state identity card
- Birth Certificate

### LIST B – Proof of Address

- Recent utility bill
- Recent mortgage statement
- Recent bank/building society statement
- State pension benefits book
- Home or motor insurance certificate
- Current local authority tax bill
- UK solicitor's letter confirming house purchased/land registration

## Rental Option

You may, as an alternative to selling, wish to consider renting your property. Our dedicated lettings department are able to offer property owners specialist advice on how to maximise the most from their investment. We also offer a comprehensive guide through the complexities of renting a property, with access to suitable tenants at all price levels. There is considerable crossover between our Sales and Lettings divisions. Landlords often approach us to source additional properties to purchase and tenants frequently ask us to find a home to buy at the end of their tenancy. Clearly, this offers additional exposure of your property.

## For Sale Board

A 'For Sale' board undoubtedly increases the chances of finding a purchaser, as some buyers will often initially drive by streets and properties that could be of interest before even approaching agents. Please inform us if you do not wish to display a board.



## The Showroom

Our prime location showroom is open 8.30am to 6pm Monday to Friday and 9am to 5pm Saturdays. We believe that our clients should have the opportunity for traditional face to face discussions and the phone be answered by a member of our dedicated team. Video conferencing can also be facilitated.

## Marketing

At David Jordan Estate Agents we believe every property is unique and take a bespoke approach to the marketing of your home. We have developed a comprehensive and sophisticated marketing strategy to create maximum impact. The appropriate presentation and marketing of your property is fundamental to a successful result and of paramount importance in achieving the maximum price. We take immense pride in ensuring that every property is presented in the best possible light and marketed where appropriate quickly and efficiently.

## Advertising

A carefully targeted advertising campaign will be an essential part of creating market awareness for your sale. Our long term expertise in marketing in all the key publications will enable us to showcase your property and attract the most suitable buyers. Should you have any special advertising requirements we would ask that you contact us in order for us to make the correct provisions. We have a contemporary style website that is easy to use attracting thousands of potential purchasers every week. It is one of our strongest advertising tools and your property would automatically appear on our website complete with description, multiple colour photographs, floor plans, location map and Energy performance certificate. The site is widely advertised and is high ranking on all search results. All our properties are also advertised and available to view on all the top property websites including Rightmove.co.uk, Zoopla.com, Primelocation.com and OnTheMarket.com.

David Jordan

RESIDENTIAL SALES • LETTINGS • LAND & NEW HOMES



## Our service, your guide

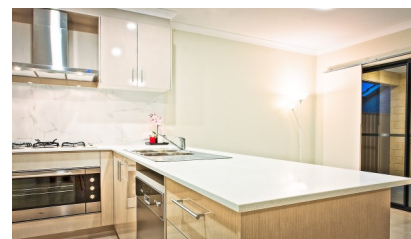
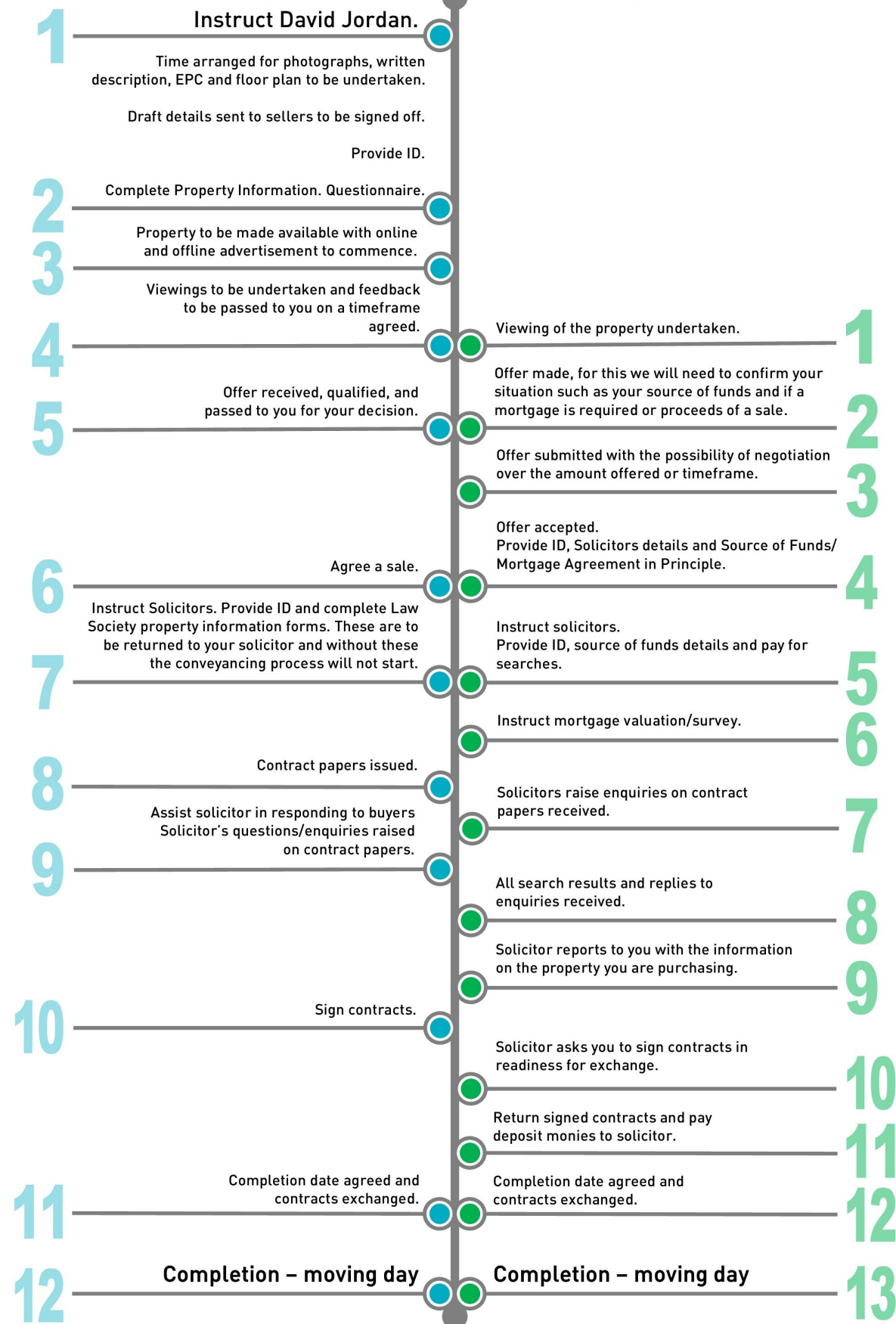
We realise how important your decision is when choosing an estate agent to market your property and we aim to be your agent of choice. Established in 2004, David Jordan has maintained a strong reputation for offering an unrivalled service within the local property market. Our success is derived from an in-depth knowledge of the Seaford property market and trends along with detailed expert local knowledge, exceptional customer service and a proven reputation for achieving the best possible price.

David Jordan

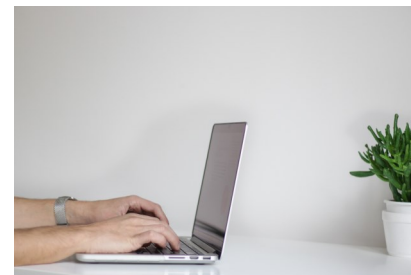
EST. 2004

## SALES PROCESS

## PURCHASE PROCESS



“As we don't live in Seaford, David ensured my mothers home was regularly inspected and even sorted out a gardener”



“Ian went above and beyond to get keep us fully updated on all aspects of our sale”



## Property Particulars

David Jordan Estate agents provides one of the best designs for sales particulars in the market. Professional photography and floor plans play a big part in producing quality details that enhance the appeal of the property at first glance. Great care and attention is given to obtaining the very best internal and external shots in order to maximise that first great impression. Our 'How to prepare your home for marketing photographs' guide' also offers many useful tips to present your home at its very best.

## Sales Progression

Agreeing a sale for your home is just one of the many steps along the way to a successful sale. Once a sale is agreed it is vitally important that the sale is progressed by someone with knowledge of all the processes involved. Our sale progressor has over a decade of experience of sales progression and will use that wealth of knowledge to personally guide you through the process.

## Viewing Appointments

We will endeavour to give you as much notice as possible when arranging viewings and provide you with details about who will be viewing your property and their situation. All appointments, unless otherwise requested by you, will be accompanied by a member of the sales team. It would be helpful for you to provide us with a key to the property which will be kept coded in our locked key safe. Viewing feedback is provided 24 to 48 hours after the appointments.

## Progress Reports

We consider client liaison to be very important and will keep you updated on a regular basis. After an initial period of four weeks, we can, upon request, provide you with a monthly marketing report which will include specific comments from applicants, viewers, advertising mailings and web activity.

“Great service, professional and honest! Kept us updated throughout”

## Property Inspections

If your property becomes vacant for any period of time, we are happy to undertake regular inspections. We would suggest that owners of vacant properties check the terms of their buildings insurance as there could be conditions applied.

## Staff Visits

Our sales team visit every property so we can talk knowledgeably about your property, answer any questions and provide a first-class service to any potential buyer.