



# SELLING GUIDE

**Sell Your Property Faster!**



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

# Introduction

## Are you selling your property in Spain?

### Look no further!

No matter what your circumstances may be, if you've decided that now is the right time to sell your property in Spain, HomeEspaña is here to assist you.

We understand that selling a property can sometimes be needlessly daunting, which is why we have created a comprehensive six-step guide to help you.

Within this guide, we have all the relevant information you need to know when it comes to selling your property in Spain.

This guide will equip you with the knowledge to confidently handle each stage of the selling process, ensuring that you are well prepared to navigate it successfully.





# Step 1

## Getting ready to sell your property in Spain

The first and most important step for anyone considering putting their property up for sale is to actually make the decision to sell and be 100% committed.

So, before you do anything else, you should consult with friends and family now, rather than later, to weigh up the pros and cons of selling your property.

Once you have made the decision, there are a few other things you need to do before putting it on the market.

The whole process of selling your property - from the time you agree a price with a buyer to handing over the keys at the Notary - normally takes between eight and ten weeks. So, if you are living in the property

you are selling, **you will need to have a plan in place to move out in time.**

You will also need to decide if you are selling your property fully furnished or empty.

If you don't live in Spain, you will probably need to be ready to come back to Spain to pack up any personal belongings and furniture not included in the sale or at least to **sign at the Notary when the sale completes or sign over Power of Attorney to a solicitor** so he or she can sign for you.

Finally, you should also double-check **you have the Title Deed of your property** (or a copy) as this will be required by HomeEspaña as proof of ownership to list it.



# Step 2

## Contact HomeEspaña

The next step is to contact us at HomeEspaña to book an appointment to do a valuation of and list your property.

## Why HomeEspaña?

- |                   |   |
|-------------------|---|
| <b>Experience</b> | HomeEspaña was founded in 2002 and has overcome the financial crisis in 2008, Brexit in 2016 and the Coronavirus Pandemic in 2020 to sell over 5,000 properties in total.   |
| <b>Exposure</b>   | Our website receives more than 150,000 visits per month and your property will appear prominently on major international real estate portals, such as A Place in the Sun, Rightmove, Kyero, Zoopla, Idealista and ThinkSpain. |
| <b>Our Team</b>   | You will have a dedicated team of real estate professionals at your disposal, who speak a variety of languages, and are all trained in providing excellent customer service.  |
| <b>Our Model</b>  | We are an international agency, but our five offices located in La Zenia (Orihuela Costa), Los Dolses (Villamartín), Denia (Alicante), Benidoleig (Alicante) and Montserrat (Valencia) give us a strong local presence.       |
| <b>Our Ethos</b>  | We are transparent, ethical and professional and will always put you, our client, first.  |





# Step 3

## The Valuation Appointment – How to prepare your property

You will receive a visit from a HomeEspaña Valuation Manager who will assess your property and take professional photos and a short video. They will then publish your property details on our website, as well as on major international property portals. It is therefore essential that you prepare your property prior to the visit so we can showcase it in the best possible light. This will generate maximum interest among our huge portfolio of potential buyers.

### Our Tips

- **Clean Up** - Make sure your house is clean and tidy, that any clutter is stored in cupboards and wardrobes and that all the beds are made.
- **Do Repairs** - Don't give potential buyers any excuse to negotiate your asking price. Fix that dripping tap, that door that creaks or doesn't close properly, touch up those walls with chipped paint.
- **Depersonalise** - Potential buyers need to be able to visualise what the house would look like if they lived there. This is much easier to do if you remove any personal items from view e.g. photos, souvenirs etc.
- **Outside** - Make sure patios are swept and garden furniture is clean. Remove any broken outdoor furniture or junk from view and tidy up the outdoor area as much as possible.

Your HomeEspaña Valuation Manager will advise you on the current, most realistic marketable price for your property. They explain the HomeEspaña listing agreement, our fees and any other costs you may face, as well going through the selling process with you. He or she will also request the *Title Deed* of your property, as proof of ownership.

***You should also consider the benefits of listing your property exclusively with HomeEspaña...***

## **Working Exclusively with HomeEspaña**

Advertising / Listing your property exclusively with HomeEspaña has a whole host of benefits for you as a seller.

- **Your property will appear more prominently on international property portals and in our advertising & marketing campaigns.**
- **Have your property presented “first in line” to more than 20,000 clients in the process of buying a house.**
- **Exclusive clients benefit from reductions on fees, amongst other added incentives.**

## **Will ‘going exclusive’ help to sell your property faster?**

**Statistic: 80% of exclusive properties sell in less than 30 days!**

As an exclusive seller, you will only have to deal with one real estate agency - HomeEspaña.

Selling your property is a lot less stressful when you know who is selling it and how they work and it is a lot safer to leave your keys with just one agent.

We understand what a huge decision it is and our goal is to reward your trust in us with professional and friendly service - and a quick stress-free sale.



# Step 4

## Viewing Appointments

Our sales team are highly skilled at filtering potential buyers. We ask the difficult questions with the goal of only organising viewing appointments for those that we know are ready to buy with sufficient budget to do so.

Therefore, every viewing appointment is a genuine opportunity to sell your property. Here are some tips on how to prepare for viewing appointments and increase your chances of selling your property.

- **First Impression** - You only have one chance to make a first impression, so make sure your house is clean and tidy when a potential buyer walks through the door.
- **Add Light** - Make sure the blinds are up for daytime viewings and that the lights are on in every room for evening viewings.
- **Eliminate Odours** - Fresh flowers or scent sticks create a pleasant atmosphere and make your house much more attractive to a potential buyer.
- **Relax and Let HomeEspaña Sell Your Property** - When you have a viewing, all you have to do is open the door and greet the HomeEspaña Sales Executive and the potential buyers. Your Sales Executive will look after everything else, including showing the clients around. After the viewing HomeEspaña will always give you feedback from the clients.

**NOTE:** If you are not in Spain, you can leave your keys with HomeEspaña and our team will make sure your house is ready to sell before each visit.



# Step 5

## The Sales Process

### 1. Offers

If a potential buyer has made an offer to buy your house, you will receive a phone call from the HomeEspaña Regional Director to discuss this.

The main information you need to take into account is of course the price, whether any furniture is included in the offer and when the buyer wants to complete the purchase.

### 2. The Reservation Contract

Once you have verbally accepted an offer, HomeEspaña will take a deposit from the buyer to reserve your property.

At this point you will have to take down any advertisements you have.

If you listed exclusively with HomeEspaña, you don't have to worry about this.

You will then be sent a reservation contract to countersign - the buyer's signature will already be on it.

The HomeEspaña Aftersales Team will be in touch to request any further documentation that is required by the buyer's solicitor to carry out legal checks etc. (See Step 6).

### 3. Introduction to Additional Services

HomeEspaña can recommend and introduce you to a selection of independent English, Dutch and German-speaking solicitors to protect your interests during the sale of your property.

If you would like the proceeds of your sale in a different currency to Euros, HomeEspaña can also organise a meeting with our money transfer partner, who can save you, as a seller, a lot of money in bank charges alone.

HomeEspaña can also recommend architects and builders if required during the sale process.



#### 4. The Private Purchase Contract (Contrato de Arras in Spanish)

Once the legal checks have been done, you will sign a Private Purchase Contract. This contract is legally binding and involves the buyer transferring 10% of the price of the house either to a solicitor to hold or directly to your bank account.

HomeEspaña transfers the initial deposit paid by the buyer to make up this amount.

**NOTE:** *This part of the process may be different or even omitted in some areas, so please check with your local HomeEspaña agent.*

#### 5. The Notary

The next step in the process is to go to the Notary to sign and hand over the keys to your property to the new owners.

This normally takes place approximately a month after the Private Purchase Contract has been signed.



# Step 6

## Documentation

So, what paperwork do I need to sell my house? What is it for? What is it called in Spanish? How do I obtain it? How long does it take to get it? Is there a cost involved?

All these questions do nothing more than highlight just how important it is to work with a reputable agent like HomeEspaña. We know what is required and we can work alongside your solicitor to obtain, organise and submit all the necessary paperwork so you don't have to worry about anything.

Here is a list and brief explanation of the documentation normally required to sell a house. HomeEspaña and/or your solicitor can help you to obtain them in a timely manner to avoid your sale being delayed.

- **Title Deed** or ***Escritura***

This is the official Title Deed of your property that the Land Registry sends to you by post, normally two or three months after you completed your purchase at the Notary.

- **Copy of the Deed** or ***Copia Simple***

You generally receive a copy of the deed on the day you complete your purchase at the Notary, which serves as proof of ownership until the original deed is sent to you by the Land Registry.



- **Land Registry Property Report** or ***Nota Simple***

The first document requested by banks when a buyer needs a mortgage to purchase your property. It is basically a non-certified report based on the information that the Land Registry currently has about your property.

- **Habitation Certificate** or ***Cédula de Habitabilidad***, aka ***Licencia de Primera / Segunda Ocupación***

This document is issued by your Town Hall and is normally valid for five to 10 years. It is required to connect to utilities such as water, electricity and gas.

- **Council Tax Receipt** or ***IBI (Impuesto de Bienes Inmuebles)***

- **Utility Receipts** or ***Recibos de Suministros***

- **Community Fees Certificate** or ***Certificado de Deuda con la Comunidad de Propietarios***

- **Energy Efficiency Certificate** or ***Certificado de Eficiencia Energética***

This certificate is required by law and must be presented at the Notary the day you sign for the sale of your property. The certificate is valid for 10 years and costs approximately 150€ to obtain.

- **Certificate of Tax Residency in Spain** or ***Certificado de Residencia Fiscal***

## **Possible Additional Documentation**

The following documents are not always required to sell your house and therefore only apply in very specific cases.

- **Notarised Declaration of New Building Works** or ***Declaración de Obra Nueva***
- **Certificate confirming Absence of Building Infractions** or ***Certificado de no Infracción Urbanística*** or ***Informe Urbanístico***
- **Certificate of Outstanding Mortgage Debt** or ***Certificado de Deuda Hipotecaria Pendiente***
- **Community Meeting Minutes** or ***Acta de la Comunidad de Vecinos***



# Testimonials

## What our clients say

Last but by no means least, who better than our actual clients to explain their experience selling their property with HomeEspaña.

“HomeEspaña were amazing throughout the whole process. They got us lots of viewings very quickly. After listing the property, HomeEspaña quickly secured us an acceptable offer.”

**Inge & Eric Gabriels, Belgium**

“Jade did the valuation for us and then Helen took over, but the whole team were so supportive. They made us feel confident and nothing was too much to ask for. They went over and above.”

**Jeff & Susan Tree, Wales**

“I can’t thank the team enough for their help. I must praise the faultless communication, a quality that I consider essential. And another special thank you must go to Julie in Aftersales.”

**Michael Wiseman, UK**

“We asked HomeEspaña to come and value it for us. Amazingly, by the following day they had found us a buyer who offered us the asking price!”

**Michael & Coralie Matthews, UK**

“Right from when the valuation manager visited, to the quality of the photos and videos they made of the property, to the punctuality of the viewings and the congratulatory message from Regional Director Nicky when we sold, they were very professional. We’d thoroughly recommend them to anyone.”

**Alan & Fiona O’Neil, Ireland**



“Alba from HomeEspaña was amazing. She did a great promotional video and her excellent marketing was what found us a buyer. We couldn’t fault her communication either – she messaged us personally via WhatsApp when we were back in the UK and kept us updated.

Likewise, Michelle in aftersales was fantastic, guiding us through the selling process and helping with any issues. When we needed a habitation certificate, she told us not to worry and contacted the relevant people so it was all sorted the next day. She was brilliant at coordinating with our solicitor and assisted us with a currency transfer firm.”

**Mike Middleton, UK**

“We appointed HomeEspaña as the selling agent towards the end of May and six weeks later we had accepted an offer of €178,000. Completion day was 4th August. We really hadn’t expected it all to happen so quickly! Our buyers, who were from the Manchester area, were the third people to view. We sold the property fully furnished – these days it’s not easy and expensive to have stuff brought back to the UK.”

“I had tried selling through other estate agencies and had no luck. Within a day or two of contacting HomeEspaña, they came back and did a viewing with someone who said they would buy it!”

**Sonia Hobson, Belgium**

**Raymond & Gill Magee, UK**





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