



Sales Information Pack



Looking to Sell

Market your property with confidence

Your property will be viewed by thousands of people using the best in online, social media and traditional platforms.

Find the right buyer

We use our experience to pre-qualify potential buyers for your property.

We will produce a full colour brochure of your property which includes quality pictures, EPC and floorplan.

OUR FEES

Our commission is fixed at **1%** of the sale price. We operate on a **No Sell No Fee** basis. There is **No VAT** to be added to any of our prices.

ARRANGED EXTRAS

We can arrange for no charge the following: (We do not charge for this service, but you will be responsible for paying the contractor or solicitors fees)

Contractors to carry out maintenance work.

EPC, EICR, Gas Safe and legionnaires assessment.

Instructing a conveyancer (we receive commission on successful referrals)

Instructing a mortgage broker (we receive commission on successful referrals)

Contact Details

Harmony Property Sales & Letting

61 Market Street, Torquay, TQ1 3AW

Registered Number 11710595

sales@harmonyproperty.co.uk

01803 363578

www.harmonyproperty.co.uk

What is included with our service?

- Advise on the value of your property
- Help you calculate all the costs involved in selling your property
- Recommend a mortgage broker where applicable
- Arrange for an EPC to be carried out where applicable
- Advertising and marketing of your property, including a 'For Sale' board where appropriate
- Accompanied viewing with prospective buyers
- Qualify potential buyers and negotiate on price
- Liaise with solicitors and the buyer to ensure a speedy and smooth sales process



Our Partners

PRS, CMP, NRLA, DLA, Zoopla, On the Market, Canopy Referencing, Better Billing, MRI Software



PRIVACY NOTICE

We at Harmony Property Sales & Lettings take the collection and processing of your data very seriously. As such we have provided a summary of what we take, when and how to enable you to understand clearly what is being done with your data.

Who are we?

We are Harmony Property Sales & Lettings. We are the controllers of your data for the purposes of data protection legislation.

Who can you contact if you have a data protection query?

If you have a query regarding data protection, please email us on at sales@harmonyproperty.co.uk or call us on 01803 363578.

What is personal data?

Personal data is any information which makes a person identifiable. This could be your name, address, phone number, date of birth etc.

Why do we take personal data?

We take personal data from individuals for the purpose of allowing us to operate as a sales agent. We do not take the processing of data lightly, we will only take it when it is to assist the operation of our business.

What Lawful Basis do we have for taking personal data?

We do not rely on consent on its own for taking personal data. We rely on a number of lawful basis' as below to why we take personal data to allow us to operate our business. For all data one or all of the following apply as will be described in further detail below.

- (a) *Consent*: the individual has given clear consent to process their personal data for a specific purpose.
- (b) *Contract*: the processing is necessary for a contract with the individual, or because they have asked the relevant entity to take specific steps before entering into a contract.
- (c) *Legal obligation*: the processing is necessary for an entity to comply with the law (not including contractual obligations).
- (d) *Vital interests*: the processing is necessary to protect someone's life.
- (e) *Public task*: the processing is necessary for the relevant entity to perform a task in the public interest or for their official functions, and the task or function has a clear basis in law.
- (f) *Legitimate interests*: the processing is necessary for an entity's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Your Personal Data

| What personal data do we take? | Why do we take it? | What do we do we do with personal data? | Do we have a lawful reason for taking it? | How long will we keep it for? |
|---|---|--|---|--|
| Full Name Address Phone Number Email Previous Property ownership details Information Criminal history | To enable us to: - a) let you know about properties, b) provide a sales service to you, c) To enable us to make relevant checks on you to assess suitability for properties, d) Monitor and track your sale, e) discuss with third parties any relevant information to your sale, f) share with contractors in the management and maintenance of the property g) Share with Local Authorities or government agencies such as the inland revenue if required by law | Store the information in our case management system to enable us to market properties to you or provide an ongoing service to you. Provide the information to third parties who require the information to enable them to carry out work for us, for example your name and address may be given to a contractor who will come to fix a broken item in the property. Keep a physical record of your data. | Legitimate Interests (for the purposes of running our business) Performance of a contract Vital Interests (medical data) Compliance with legal obligations | We will only keep your information for as long as we legitimately need it but for up to seven years after our last contact with you ie 7 years after initial contact with no further contact provided or 7 years after your tenancy has ended. |

Sales Agreement

Name:

Address:

Contact number:

Email address:

Date of Birth:

Property Address:

We are writing to thank you for your instructions to market the above property for sale at an asking price of £_____.

We operate on a no sale no fee basis with no contracts to tie you in to our service. This agreement asks your permission to market your property until you write to us to withdraw or until we sell your property. There are no notice period or cancellation fees.

Your liable will be to pay Harmony Property Limited the agreed fee of 1% of the agreed sale price with no VAT upon successful completion of your property.

Your property will be displayed on our: online property portals, branch displays, sales brochures, and our telephone and postal matching systems.

Please can you along with any other property owners email us the following:

- Photo ID (passport or driver's licence)
- Proof of home address (council tax, utility bill or bank statement less than 3 months old)

Unless otherwise agreed please provide us with a spare key to conduct viewings and hold in the office

Kind regards

Harmony Property Sales & Lettings

PRINT NAME:

SIGNED:

DATE: