

The Conveyancing Process for Buying and Selling



BEFORE YOU BEGIN: Should you require financial advice we suggest you arrange this before placing your property on the market or commencing viewings.



Choose your Solicitor



Find a Conveyancer or Solicitor based on recommendations, not price.
Choosing the correct legal adviser is vital to a smooth running transaction.



Formally instruct your Solicitor by signing the Terms of Business, which they will send to you with confirmation of their fee and any disbursements. You will be required to provide proof of personal identification and place money on account. Your Legal Adviser will not be able to start proceedings until they are in receipt of these; so please make this a priority.

Memorandum of Sale



When an offer is accepted and the sale price agreed, your Agent will send a Memorandum of Sale to all parties. A Memorandum of Sale, sometimes known as a Notification of Sale contains details of the people and property involved in the sale.

The Buyer



The Seller

Your Solicitor contacts the Seller's Solicitor to confirm they are instructed and requests the contract pack. Contract pack received.

Contract pack checked, pre-contract enquiries raised, searches applied for and mortgage offer obtained (if any)
Contract approved.

Mortgage Offer received and any special conditions dealt with.
Your Solicitor confirms if they are satisfied with replies to enquiries, searches and mortgage offer. At this point, the Solicitor may raise further enquiries and will await response until satisfied.

Your Solicitor sends a Property Information and Fixtures & Fittings form to you. Please complete and return this promptly. These forms make up part of the contract pack, which your Solicitor sends to your Buyer's Solicitor.

Your Solicitor will obtain deeds or official copies of the title register and any other documents required by The Land Registry. They will prepare the Draft Contract and send it with all supporting documentation to your Buyer's Solicitor.

You, the Seller will receive the Contract to sign and return. Enquiries are then dealt with and replied to.

Completion Date Agreed



Your Estate Agent will check progress throughout the chain (if applicable) and request suitable moving dates from both sides and co-ordinate moving dates with the rest of the chain. When all parties involved agree on a moving date the solicitors are able to inform each other they are ready to Exchange Contracts.



Exchange of Contracts



BEFORE COMPLETION

Transfer Deed prepared and sent to the Seller's Solicitor.

Your Solicitor prepares a completion statement, carries out pre-completion searches and applies to your mortgage lender for the mortgage loan.

On the day of completion the balance of monies is sent to the Seller's Solicitor.

Your Solicitor will request a redemption figure for any mortgage outstanding if applicable.

The Draft transfer deed is approved and a final copy made. You, the Seller, and sometimes the Buyer will sign this document before completion.

When the monies are received by the Seller's Solicitor the transaction has COMPLETED

AFTER COMPLETION

Your Solicitor registers the property in your name with The Land Registry and you are now the official owner of your new home.

Your Solicitor sends the stamp duty payable to HMRC, receives the Title and Transfer Deeds.

You, the Seller vacate the property and arrange for the keys to be handed to your Buyer. This is usually done through the Estate Agent.

Your Solicitor sends the Title Deeds and Transfer Deed to the Buyer's Solicitor with an undertaking to repay any existing mortgage.

Your Solicitor pays the Estate Agent, repays the mortgage lender and takes payment for their services. Any balance is forwarded to the Seller with a completion statement.

