

# CONVEYANCING PROCESS

## BUYER'S CONVEYANCERS

Instruct solicitors to act on your behalf. Make payment on account and provide ID and proof of address to your solicitor.

Negotiate purchase.

Solicitor requests Local Authority and other searches.

Contract package approved and any enquiries raised by your solicitor. Receive initial report, including fittings and contents list to check.

Replies to additional enquiries and search results received and checked. If all okay, title is approved. If not, further enquiries by solicitor.

Mortgage offer received and special conditions dealt with.

Contract, mortgage deed and other paperwork prepared. Meeting with solicitor to discuss and sign (or sent to client to sign and return). Deposit requested.

Signed paperwork and deposit provided to solicitor.

Completion date negotiated. Check everyone in the chain is ready to exchange.

Transfer deed sent to seller's lawyer for signing.

Mortgage advance and balance of purchase monies (including fees) requested.

Final Land Registry and bankruptcy searches made.

Mortgage advance and balance of purchase monies received. All final searches clear.

## SELLER'S CONVEYANCERS

Instruct solicitors to act on your behalf. Make payment on account and provide ID and proof of address to your solicitor.

Negotiate sale.

Property questionnaire and fixture/fitting list received, completed and returned to solicitor.

Copy of original deeds downloaded from Land Registry.

Contract package prepared and sent to buyer's solicitor.

Enquiries dealt with and replied to.

You receive contract to sign in post or meet with solicitor to discuss and sign.

Buyer's solicitor chased for progress update.

Signed contract provided to solicitor in readiness.

Exchange of contracts whereby the deal and the completion date is made legally binding

Agents account and final statement of amount required to pay off mortgage requested.

Transfer deed to be signed, in front of a witness and returned before completion.

Transfer deed signed and witnessed.

Completion