



GUIDE TO THE CONVEYANCING PROCESS

YOUR PURCHASE

- Purchase negotiated
- Written instructions to act & payment for searches received
- Survey requested
- Contract pack approved & enquiries raised
- Searches requested
- Replies to enquiries received
- Mortgage offer received
- Searches received & report sent to client
- Contract, Mortgage Deed and Transfer ready for signature
- Figures calculated
- Completion date agreed
- Check buildings insurance
- Request Mortgage funds & final Land Registry searches done
- Mortgage funds received
- Stamp duty return submitted & stamp duty paid. Apply for registration to Land Registry



YOUR SALE

- Sale negotiated
- Written instructions to act received from client
- Completed property forms received from client
- Original Deeds received from Land Registry or Client
- Contract Pack sent to Buyers Solicitor
- Additional enquiries dealt with
- Contracts ready for signature
- Completion date agreed
- Final Statement to pay off mortgage received
- Balance sent to client or used for related purchase