



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 Buyer's Solicitors

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

EXCHANGE OF CONTRACTS

COMPLETION (Moving day)