

Buyer's Conveyancer

PRE-EXCHANGE

Confirm instructions, return completed Client Information Form, ID and payment on account.

Contract pack received from Seller's Conveyancer.

Plan and Property Information Forms sent to Buyer.

Searches initiated.

Mortgage offer received (if applicable).

Searches received and additional enquiries raised with Seller's Conveyancer.

Property Report to Buyer - Contract, Stamp Duty Land Tax form and Mortgage Deed (if applicable) signed. Client pays deposit (usually 10%).

EXCHANGE

Completion date is agreed and fixed.

Conveyancers for both Buyer and Seller exchange contracts. Buyer and Seller become legally bound to complete the transaction.

Final Land Registry and Bankruptcy Searches obtained and mortgage funds requested and received (if applicable).

Completion statement and invoice prepared.

Buyer pays balance to complete.

COMPLETION

The Buyer's Conveyancer sends completion monies to the Seller's Conveyancer and the Seller's Conveyancer releases the keys.

The SDLT Return is submitted and paid.

The transaction is complete. You own the property and can move in.

POST-COMPLETION

Once the Transfer Deed is received from the Seller's Conveyancer, the application to the Land Registry to register the Buyer's ownership is made.

Registration is completed and copy Title Deed is sent to the Buyer (and lender, if applicable).

Seller's Conveyancer

PRE-EXCHANGE

Confirm instructions, return completed Client Information Form, Property Information Forms, documents relating to the property, ID and payment on account.

Land Registry Title Deeds obtained (or Deeds if unregistered property).

Contract pack sent to Buyer's Conveyancer.

Mortgage redemption statement requested (if applicable).

Buyer's Conveyancer may raise further enquiries.

Replies to additional enquiries.

Contract and Transfer Deed signed by Seller.

EXCHANGE

Completion date is agreed and fixed.

Conveyancers for both Buyer and Seller exchange contracts. Buyer and Seller become legally bound to complete the transaction.

Final redemption figure obtained (if applicable).

Estate Agent's account obtained.

Completion statement and invoice prepared.

COMPLETION

The completion monies are received and the keys are released to the Buyer.

The transaction is complete. You leave the property by the agreed time.

Mortgage redeemed (if applicable).

Balance paid to Seller.

POST-COMPLETION

The Transfer Deed and all relevant documents are sent to the Buyer's Conveyancer.