

**BUYING****SELLING****Instruct your Conveyancer**

Once instructed, you will receive a Retainer letter from your conveyancer, which incorporates our Terms and Conditions of Business, reiterates our fees and provide a brief outline of the conveyancing process.  
You are to provide photo identification, two proofs of address and an initial payment on account.

**Receive Contract Pack**

We receive the draft contract, title deeds and supporting information from the seller relating to the property and request Local Authority Search, Drainage and Water Search and Environmental Search.

We review the documents and raise any additional enquiries to the seller's conveyancer.

Receive mortgage offer (if mortgage required).

**Report to Client**

Once all enquiries have been responded to, we prepare the Report on Title, providing details of the legal title and advising on legal matters. All documentation will be sent to the buyer along with the report.

We also advise on mortgage and send the buyer the mortgage deed for signing.

**Prepare Contract Pack**

We arrange for the seller to provide a completed Property Information Form, Fittings and Contents Form and Leasehold Information Form (if Leasehold) and supporting documents, such as guarantees and building regulation certificates.

Obtain title deeds for the property and draft the contract of sale.

If leasehold, request a pre-assignment pack from the freeholder or their appointed managing agents. This will include information regarding service charge and the building insurance.

On receipt of the documents, forward these to the buyer's conveyancer.

We also respond to any additional enquiries received from the buyer's conveyancer.

**Pre-Exchange and Exchange**

Both buyer and seller sign their parts of the contract, return them to their conveyancers and provide authority to exchange. The buyer also pays the 10% deposit to their conveyancer. The conveyancers acting on behalf of the buyer and the seller then negotiate a completion date suitable for all parties and carry out the telephone exchange of contracts.

**The transaction becomes legally binding.**

**Post-Exchange**

- Send buyer's part of the contract to the seller's conveyancer along with draft Transfer Deed for approval. Once approved, send to buyers for signing.
- Request mortgage funds if applicable and prepare a financial statement, showing the amount required from the buyer to complete.
- Complete bankruptcy and Land Registry Searches

**Post-Exchange**

- Approve the Transfer Deed and send it to the seller for signing and return.
- Request redemption statement from mortgage lender if applicable.
- Prepare statements; first showing the amount to be returned or due from the seller, second to the buyer's conveyancer confirming the amount due on completion.

**Completion**

On receipt of the mortgage advance and any funds due from the buyer, the buyer's conveyancer transfers the amount required to complete to the seller's conveyancer. On receipt of the funds, the seller's conveyancer confirms completion and completes the Transfer Deed.

**The buyer can then pick up the keys.**

**Post-Completion**

- On receipt of the Transfer Deed, prepare and submit the Stamp Duty Land Tax return to HMRC and pay the tax due.
- Deal with any requirements of the Freeholder/Managing Agents.
- Register the Transfer Deed and Mortgage at the Land Registry.

**Post-Completion**

- Send the completed Transfer Deed to the buyer's conveyancer.
- Redeem the mortgage from the proceeds of sale.
- Pay the estate agent's commission from the proceeds of sale.
- Return any remaining proceeds of the sale to the seller.