

# THE CONVEYANCING PROCESS STEP BY STEP



## Buying

### Instruct your Solicitor

Once you have accepted an offer contact us to instruct us to act on your behalf

### Complete Seller Information and draft contracts

Complete protocol forms and provide us with your ID. Your solicitor will draft the contract and obtain official copies from the Land Registry to prepare a contract pack

### Issue draft contracts

We will send the contract pack to the buyer's solicitor for them to review and raise enquiries.

### Respond to enquiries

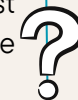
Your solicitor will respond to any enquiries the buyer's solicitor raises. You may need to assist your solicitor by answering some of the questions about your property.

### Exchange of Contracts

Once all enquiries are satisfied and you have signed your contracts your solicitor will exchange contracts. This is the point at which the contract becomes legally binding and a completion date is agreed.

### Completion

The buyer's solicitor will send us the purchase monies. Once received, the keys must be handed over to the buyer. This is usually done via the agents.



## Selling

### Instruct your Solicitor

Once your offer has been accepted contact us to instruct us to act on your behalf

### Complete Purchase Questionnaire & Searches

You must provide us with your ID and confirmation of how you will be funding your purchase. Searches can be ordered at this stage if a plan is available.

### Review draft contracts & searches

We will review the contract pack from the seller's solicitor along side your searches and any mortgage offer or survey report you have received.

### Raise Enquiries

Having reviewed the documents, the solicitor will send enquiries to the seller's solicitor to ask about any gaps in the information provided or ask further questions about the property. We will then prepare your report on title.

### Exchange of Contracts

Once all enquiries have been answered and you have signed your contracts your solicitor will exchange contracts. This is the point at which the contract becomes legally binding and a completion date is agreed.

### Completion

We will send the purchase monies to the seller's solicitors. Once received you can collect your keys, Your solicitor will handle the registration of the property and payment of SDLT if applicable