Your Guide to the Conveyancing Process
(Purchase & Sale)

Completion

Mortgage advance and balance of purchase monies received. All final searches clear.

Final Land Registry and Bankruptcy searches made.

Mortgage advance and balance of purchase monies (inc fees) requested.

Transfer deed sent to Sellers Lawyer for signing.

Funds prepared for release

Transfer deed received from client signed and witnessed

Transfer deed sent to Vendor to sign, in front of a witness and return before completion.

Estate Agents account and final statement of amount required to pay off mortgage, requested

Exchange of Contracts
(Legally obliged to purchase the property)

Completion date negotiated, is everyone in the chain ready to exchange?

Signed paperwork and deposit from client received & cheque cleared.

Contract, Mortgage deed and other paperwork sent to client to sign and deposit requested.

Mortgage Offer received and special conditions dealt with.

Replies to additional enquiries and search results, received & checked. If all O.K., title is approved, if not further enquiries raised.

Contract package approval and any additional enquiries raised.

Local Authority and other searches issued

Written Instruction to act and payment for Searches received from the client

Mortgage Offer Issued

When references, valuation report and all necessary information relevant to the mortgage is received, the file is passed for final underwriting checks.

Specialist reports may be requested, depending upon the valuers comments.
These could range from no reports being required at all, through to examples like Timber and Damp Report, Drains Test, Electrical Reports or a Structural Survey.

Valuation report received

Credit checks undertaken, references applied for and survey instructed

Complete mortgage application and pay valuation/admin fees if needed

Completion date negotiated. Is everyone in the chain ready to exchange?

Signed contract received from client in readiness.

Buyers Lawyer chased for progress update.

Additional Enquiries Dealt with and replied to.

Contract sent to client to sign.

Contract package prepared and sent to Buyers Lawyer.

Copy of original deeds received from HM Land registry and/or lender.

Property questionnaire and Fixtures and Fittings list received from client.

Written Instruction to act received from the client.

Purchaser's Property Lawyer | **Finance** | **Vendor's Property Lawyer**