



01 BEFORE EXCHANGE

BUYER'S CONVEYANCER

- Client returns Client Instruction Form
- Contract pack received from seller's conveyancers
 - Searches ordered
 - Preliminary report and copy documents may be sent to client for information
- Additional enquiries raised of seller's conveyancers
 - Searches received
 - Mortgage offer received, any issues reported to the lender
- Final report to client prepared and sent. Contract and documents signed in readiness. Deposit monies requested

02 AT EXCHANGE

- Mortgage monies ordered. Completion statement prepared. Client pays balance needed to complete

- Final searches undertaken
- Mortgage monies and client balance received in readiness for completion

03 AT COMPLETION

- Completion monies sent to the seller's conveyancers

- SDLT return submitted, Transfer Deed received and application for registration made to Land Registry

04 AFTER COMPLETION

- Registration completed by Land Registry and copy title deed sent to client and lender

BOTH CONVEYANCERS

- Instructions to act, payment on account and ID taken

- Completion date negotiated. Chain ready to exchange?
- Contracts are exchanged by the conveyancers and all parties in the chain are then legally bound and the completion date is fixed

- Everyone moves and legal title to the property changes hands

SELLER'S CONVEYANCER

- Property title information obtained from Land Registry (or deeds obtained if unregistered title)
- Client returns Client Instruction form, Law Society Property Information Form and Fittings and Contents Form
- Mortgage redemption statement ordered for information
- Contract pack prepared and sent to buyer's conveyancers
- Additional enquiries replied to
- Contract and Transfer Deed sent to client for signature in readiness

- Agent's account and final mortgage repayment figure obtained
- Completion statement prepared

- Completion monies received and agents authorise the release the keys. Transfer Deed sent to buyer's solicitors. Mortgage repaid, any balance due paid to clients once other fees and disbursements are settled