

A conveyancing guide to selling a property

Congratulations, a buyer is interested in your property!
Now the legal work begins... but don't worry, we'll take care of it!



WELCOME PACK

- We send you our welcome pack which includes information and documents for you to complete
- You go through the welcome pack and fill in all of the information required, provide certified ID and upfront payment



INSTRUCT

- You instruct us to carry out the conveyancing work



ENQUIRIES

- We will receive enquiries from the buyer's solicitor to review with you and prepare responses
- If the property is a leasehold, we will have requested additional information from the landlord/management company
- The buyer's solicitors will confirm responses to enquiries

WE GET THE BALL ROLLING

- We will contact HM Land registry for evidence of title
- We request settlement figure from existing mortgage lender (if applicable)



CONTRACT PACK

- We send a contract pack to the buyer's solicitor
- We will also send the contract pack and transfer deed for you to sign



SETTLEMENT FIGURE

- We receive settlement figure from your existing lender

COMPLETION DATE DISCUSSED

- After a final review, we start to discuss completion dates with you and the buyer's solicitor



YOUR SIGNATURE

- You will need to sign documents



EXCHANGE OF CONTRACTS

- We can exchange contracts- at this point it is legally binding



COMPLETION!

- We will repay any existing mortgage
- You will vacate the property and handover your keys to the estate agent
- Funds will be transferred into your account and then you're done! Property sold!