



STEP BY STEP GUIDE TO THE CONVEYANCING PROCESS

STEP 1 - terms are agreed between the seller and the buyer (usually via an estate agent) and the seller and the buyer instruct their conveyancer.

STEP 2 - the seller's Conveyancer obtains the seller's title deed and prepares the draft contract for the buyer's Conveyancer to approve.

STEP 3 - the seller's Conveyancer sends to the buyer's Conveyancer the draft contract together with the rest of the documentation that forms the contractual package.

STEP 4 - the buyer's Conveyancer, amongst other things, checks the terms of the contract, does the Searches and checks the results, checks the Mortgage Offer and checks the readiness of any dependent sale to proceed.

STEP 5 - contracts are signed and exchanged at which time a completion date is fixed.

STEP 6 - the Transfer Deed/Document is prepared by the buyer's Conveyancer and approved by the seller's Conveyancer. It is then signed in readiness for the completion date.

STEP 7 - the buyer's Conveyancer arranges for the buyer's funds to be available for the completion date.



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STEP 8 - on the completion date the funds are sent by the buyer's Conveyancer to the seller's Conveyancer and when received by the seller's Conveyancer the purchase is completed.

STEP 9 - on the completion date the seller's Conveyancer repays any Mortgage.

STEP 10 - the buyer's Conveyancer arranges payment of any Stamp Duty and registers the buyer as owner of the property at H M Land Registry.

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If you need any further information about matters in this information sheet, please do not hesitate to contact us.