

Your step by step guide to selling your home

To help you gain a better understanding of the conveyancing process, our step by step guide shows the stages of the conveyancing process for a typical property sale transaction.

STEP 1 GETTING STARTED



- Seller's conveyancer is instructed.
- Seller's conveyancer confirms instructions by letter setting out the terms of business and fixed fee costs.
- Seller's conveyancer carries out proof of identity checks and sends out a fittings and contents form and property information form(s) for completion. If the property is leasehold, additional information will be required. It can help the process if the seller can provide to their conveyancer at the outset full information about rent, any management company, and details of the landlord.
- Seller to complete fittings and contents form and property information form(s).
- Seller's conveyancer obtains title deeds from deeds holder or official copies of the title register and any other documents required from the Land Registry and details of the amount outstanding on any existing mortgage.
- Seller's conveyancer will also apply for a redemption figure on any existing mortgage over the seller's mortgage.

STEP 2 PRE-EXCHANGE



- Seller's conveyancer prepares the draft contract and supporting contract documentation and sends to the buyer's conveyancer.
- Buyer's conveyancer checks the contract and supporting contract documentation and raises pre-contract enquiries with the seller's conveyancer.
- Seller's conveyancer and seller answer pre-contract enquiries.
- Seller's conveyancer checks the transfer deed and sends to the seller for signature in readiness for completion.

- Buyer's conveyancer confirms they have acceptable results from their searches, are happy with the answers to pre- contract enquiries and are in receipt of a mortgage offer (if any).
- **Seller and buyer agree on a completion date and contracts are formally "exchanged" - meaning both parties are legally committed to the transaction.**

STEP 3 COMPLETION



- Seller's conveyancer will obtain a settlement figure to repay the outstanding amount on any existing mortgage, if applicable.
- Buyer's conveyancer drafts a transfer deed and sends to the seller's conveyancer.
- On completion the seller must vacate the property at a time to be agreed and make arrangements to hand over the keys, usually through the estate agent.
- The buyer's conveyancer will send the proceeds of sale to the seller's conveyancer and the seller's conveyancer will arrange for the keys to be released to the buyer.
- The seller's conveyancer sends the title deeds and transfer deed to the buyer's conveyancer together with an undertaking to use the proceeds of sale to discharge any existing mortgage. The seller's conveyancer then pays the estate agent (if one was used), repays the amount owing to the existing mortgage lender (if applicable) and takes payment for their conveyancing service costs.
- Once all the payments have been made all the remaining money from the sale will be transferred to the seller, usually by bank transfer on the day of completion.