



BUYER



SELLER

Instruct solicitors to act on your behalf and proof of address to your solicitor. Return client information form

Negotiate purchase

Solicitor requests local authority

Contract package approve. Receive initial report.

Replies to additional enquiries and search results received.

Mortgage offer received and special conditions dealt with.

Paperwork prepared. Meeting with solicitor to discuss and sign. Deposit requested.

Signed paperwork and deposit provided to solicitor

Completion date negotiated. Check everyone in the chain is ready to exchange

Instruct solicitors to act on your behalf. Make payment on account and provide ID and proof of address to your solicitor. ID and proof of address to your solicitor.

Negotiate sale

Property questionnaire and fixture/fitting and other searches. List received, completed and returned to solicitor

Copy of original deeds downloaded from Land Registry (or deeds obtained if unregistered title)

Mortgage redemption statement ordered for information and copy sent to client on receipt

Contract package prepared and sent to buyer's solicitor

Preliminary enquiries dealt with and replied to

You receive contract & transfer deed to sign in post or meet with solicitor to discuss and sign.

Buyer's solicitor chased for progress update

Signed contract provided to solicitor in readiness.

EXCHANGE OF CONTRACTS

Whereby the deal and the completion date is made legally binding

Transfer deed sent to seller's lawyer for signing

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

Final Land Registry and bankruptcy searches made. Mortgage advance and balance of purchase monies received. All final searches clear.

Agents account and final statement of amount purchase monies requested. Completion accounts prepared.

Transfer deed to be signed, in front of a witness and returned before completion

Transfer deed signed and witnessed.

COMPLETION

Everyone "moves" and legal title to the property changes hands

Transfer deed sent to seller's lawyer for signing

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

Final Land Registry and bankruptcy searches made. Mortgage advance and balance of purchase monies received. All final searches clear.

Completion monies received and keys released. Transfer deed sent to Buyer's solicitors. Balance due provided to clients

