

Key steps when buying or selling a house

Buying a property

You instruct us to act for you in relation to your property purchase



We provide you with our terms of business and request from you:

- Signed Instruction Form
- Completed Client Info Form
- ID
- Money on account



We receive the draft contract of sale from the Seller's conveyancer and provide you with advice on this

We request searches on the property (if applicable)



We receive a response to the searches (if applicable)



We receive a mortgage offer from your mortgage company (if applicable) and we prepare a full legal report on title detailing the results of our investigations

We raise any enquiries with Seller's conveyancer



We receive replies to enquiries from Seller's conveyancer

↓
We send you a mortgage
pack (including mortgage
deed) to sign and return
to us

↓
We receive signed
mortgage deed back from
you

We prepare a **full legal report** on
the property detailing the results of
our investigations

↓
We receive deposit monies from you
to fund the purchase
(if applicable)

↓
We arrange a completion date with
the Seller's Conveyancer on your
behalf

↓
CONTRACTS ARE EXCHANGED

↓
We prepare a draft Transfer
document for approval by the
Seller's conveyancer

↓
We apply for mortgage
monies (if applicable)

↓
We receive the mortgage
monies (if applicable)

↓
We send you the contract to
sign and return to us

↓
We receive the signed
contract back from you

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We apply for the pre-
completion searches

↓
We receive clear searches

↓
We receive from you the balance of
purchase monies
(if applicable)

COMPLETION OCCURS

and the property is formally
purchased for you

We receive the signed transfer from
the Seller's conveyancer



We complete and send on your
behalf the Land Transaction Return
form to Inland Revenue for stamp
duty



We receive stamp duty certificate
from the Inland Revenue



We apply to the Land Registry for
you to be named as registered
owners of the property



We receive confirmation of this
registration from the Land Registry



We confirm this registration to
you and mortgage lender
(if applicable)

Selling a property

You instruct us to act for you in
relation to your property sale



We provide you with our terms of
business and request from you:

- Signed instruction form
- Completed Client Information
Form
- ID
- Completed Fixtures and Fittings
Form
- and Property Questionnaire



We apply to the Land Registry for
Office Copy Entries and prepare the
draft contract on your behalf



We send the draft
contract to the Buyer's conveyancer



We receive any enquiries from the
Buyer's conveyancer and, if
necessary, obtain your replies to
these



We respond to the enquiries from
the Buyer's Conveyancer



Upon approval by the Buyer's
Conveyancer, we send you the
approved contract to sign and return
to us



We receive the signed
contract back from you



We agree a completion date
with the Buyer's conveyancer



CONTRACTS ARE EXCHANGED



We receive from the Buyer's
conveyancer a draft Transfer for
approval



We approve the draft Transfer on
your behalf



We send you the finalised Transfer
for your signature



COMPLETION OCCURS and the
property is formally sold for you
We redeem any mortgage on the
property



We pay Estate Agent's fees
connected to the sale



We account to you for any monies
due from the sale of the property