

Quick Conveyancing Guide Purchasing a Property

As soon as the seller has accepted your offer you will be asked by your estate agent to nominate a solicitor. If you instruct through us then as soon as the details from the agent are received our panel solicitor will carry out the following steps. The date each step has been completed will be shown on a case tracking system.

- Step 1. Your solicitor writes to the seller's solicitor and you to confirm instructions. At this stage you should forward a cheque or provide debit card details to your solicitor for the Local Search
- Step 2. Your solicitor receives the draft contract package from the seller's solicitor
- Step 3. Your solicitor checks the legal documents and raises any relevant additional enquiries. Your solicitor also puts in hand the Local Authority search (the Local Authority normally reply within 10-14 working days) or issue a suitable insurance policy
- Step 4. Your solicitor awaits written confirmation of your mortgage offer and check the details when it arrives
- Step 5. Where applicable, your solicitor awaits the results of the Local Authority search and checks the details when they arrive
- Step 6. Your solicitor reports to you and asks you to sign the contract and to forward the deposit monies (Usually 5% of the purchase price)
- Step 7. When your solicitor has cleared funds and a completion date has been agreed contracts can be exchanged
- Step 8. Your solicitor reports to your lender asking for the mortgage advance to be sent in time for completion. Final searches are also completed
- Step 9. Your solicitor asks you to forward the balance due to complete. This includes the stamp duty, land registry fees and legal fees
- Step 10. On the day of completion your solicitor forwards the amount due to the seller's solicitor and asks them to instruct the estate agents to release the keys to you
- Step 11. After completion your solicitor deals with the stamping and registration formalities

The above steps apply to straightforward transactions only and variations can arise. An average transaction time is between 8 – 12 weeks.

Quick Conveyancing Guide Selling a Property

As soon as you have accepted the buyer's offer you will be asked by your estate agent to nominate a solicitor. If you instruct us then as soon as we receive details from the agent we shall appoint a solicitor on your behalf to carry out the following steps. The date each step has been completed will be shown on a case tracking system.

- Step 1. Your solicitor obtains original title deeds from you or your lender
- Step 2. Your solicitor obtains current Land Registry copies of your deeds
- Step 3. Your solicitor asks you to complete the Property Information Form and Fixtures Fittings and Contents Form. These can be downloaded from your solicitors web site if you choose to conduct the matter on-line
- Step 4. Your solicitor prepares a draft contract and sends it with the Property Information Forms and any other relevant documents to the buyer's solicitor
- Step 5. Your solicitor deals with any enquiries raised by the buyer's solicitor
- Step 6. Your solicitor arranges for you to sign the contract
- Step 7. Your solicitor waits for confirmation that the buyer has received a satisfactory mortgage offer and Local Search results
- Step 8. If your solicitor does not hear anything from the buyer's solicitor they will be telephoned on a regular basis
- Step 9. Your solicitor agrees a completion date and then applies for a detailed redemption statement
- Step 10. Contracts are exchanged – both you and the buyer now have a contractual obligation to complete
- Step 11. Your solicitor agrees the form of transfer for you to sign before completion.
- Step 12. Your solicitor receives the balance of the sale proceeds from the buyer and settles your accounts with the agents and the mortgage lender. Having deducted legal fees any balance is sent to you.

The above steps apply to straightforward transactions only and variations can arise. An average transaction time is between 8 – 12 weeks.

Quick Conveyancing Guide Re-mortgage

As soon as you decide upon a particular mortgage product you should consider instructing a solicitor. If you instruct us then as soon as we receive details from you or any mortgage intermediary involved we will appoint your solicitor to carry out the following steps. The date each step has been completed will be shown on a case tracking system.

- Step 1. Your solicitor receives the instructions and opens a file.
- Step 2. Your solicitor contacts you and requests the deeds and a redemption statement from your existing mortgage lender.
- Step 3. Your solicitor undertakes a Land Registry search.
- Step 4. Upon receipt, your solicitor checks the conditions of your mortgage offer, investigates any matters revealed by the Land Registry search and checks receipt of deeds and a redemption statement.
- Step 5. Your solicitor undertakes bankruptcy and priority searches.
- Step 6. Once your solicitor is satisfied that all matters have been dealt with, a date is set for completion.
- Step 7. Your solicitor notifies you, your old and existing lender of completion and accounts to you for any surplus funds.
- Step 8. After completion your solicitor deals with stamping and registration formalities.

The above steps apply to straightforward transactions only and variations can arise. An average transaction time is between 4 – 8 weeks.