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ESTATE AGENTS

Guide to the Conveyancing Process

Conveyancing is a complex process which can take time – and patience. This simple guide outlines the process that solicitors must follow to see you get to the end of your journey safely.

1 Get a conveyancing quote at an early stage to make sure you are aware of all the costs. Instruct a solicitor so that they can deal with ID and Address Verification requirements.



2 Make an offer and have it accepted. Consider whether you want a more in depth survey and DO NOT give notice on any tenancy or make removal arrangements until you reach stage 8.



3 Make sure your funds or deposit is readily available and, if required, mortgage secured.



4 Your solicitor will check the property title from documents provided by the seller.



5 Your solicitor will carry out all searches and raise any enquiries with the seller. At this point let them know if you have any concerns about extensions, boundaries or fittings being left.



6 Your solicitor will send you copies of relevant searches, plans and documents so that you can let them know if anything is not correct. They will let you know of any issues they have.



7 You sign the contract and pay the funds / deposit to your solicitor once you are happy, and suggest a completion date – this needs to be approved by all parties.



8 You authorise the solicitors to exchange contracts. You arrange your buildings insurance and make any balance available. You are now legally committed and will incur financial penalties if you withdraw.



9 You make your removal arrangements.



10 If applicable, your solicitor will report to your lender and request funds to arrive in time for completion.



11 Your solicitor will complete the final checks and searches.



12 Your solicitor will finalise the legal purchase and transfer funds to the seller.



13 Keys are released from the seller's estate agent once the funds reach the seller's solicitor.



14 YOU MOVE IN!
CONGRATULATIONS



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