

## Propert's Conveyancing Guide

SOLICITOR ESTATE AGENTS

We need the following before we can proceed:-

signed terms and conditions

from the client
Identity document
Monies on account

Solicitor sends Property
Information Form, Fixtures and
Fittings Form, client
questionnaire and Leasehold
Information Form to the seller
to complete. If the property is
unregistered the title documents
will be requested from the
client.

The Solicitor downloads the title from HM Land Registry or prepares an Epitome of the title if the property is unregistered upon receipt of the title documents from the client. The title and contract are sent to the buyers solicitors, together with the completed forms by the

The buyers solicitor will examine the contract and put in place searches. Searches take about 2 weeks and raise enquiries with the seller's solicitor.

The solicitor will request a redemption figure (if there is a mortgage)

If the property is leasehold the solicitor will enquire with the landlord the cost of dealing with enquiries and ask the seller for the monies to request the same. A management pack can take several weeks to arrive. Upon receipt of the pack it will be sent to the buyers solicitors

The solicitor will deal the mortgage offer and check lenders instructions.

Draft transfer is sent to the sellers solicitors

Contract and transfer received from the seller. Replies to requisitions are sent to the buyers solicitors. Completion dates are discussed and

Requisitions on title are sent to the sellers solicitors. Signed documents received – contract, mortgage deed, joint occupancy questionnaire, SDLT and transfer. Completion dates are discussed and agreed

Completion accounts prepares and sent to the seller if there is a related purchase both are sent

All lenders requirements for insurance are checked

The draft completion accounts sent to the client to request funds, if there is a related sale the accounts for both are sent Upon receipt of all satisfactory replies to enquiries and searches the solicitor will prepare a report for the buyer. The contract, mortgage deed, joint occupancy questionnaire, SDLT and transfer is sent to the client for signatures

Redemption figure received. The contract and transfer are sent to seller for signature



Balance to complete received and cleared funds. Pre completion searches are carried out. Mortgage monies are ordered and it is checked they can released in time for completion



On the Day of completion the mortgage monies are received. The accounts are checked. Monies are sent to the seller's solicitors.

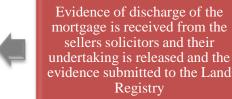
Monies are received form the buyer's solicitors. The accounts are checked and the mortgage repaid and estate agent paid



The sellers solicitors authorises the release of keys to the buyer and the seller and buyer iare nformed of completion Transfer and other documents are sent to the buyers solicitors.
Balance due to the client is sent or transferred to the clients purchase



Registration of the Property into the buyer is received, this is sent to the lender and the client The file is checked and closed





Evidence of discharge of the mortgage is received and sent to buyer's solicitors. Release of undertaking in relation to the mortgage is received from the buyer's solicitors. The file is checked and closed



The transfer and other documents are received from the sellers.
Registration submitted to HM Land Registry.



SDLT is paid. Landlord notices are served if the property is leasehold.