THE CONVEYANCING PROCESS

England & Wales

BUYER	SELLER
Instruct solicitor & make payment. Provide ID & Proof of Address	Instruct solicitor & make payment. Provide ID & Proof of Address
Negotiate Purchase	Negotiate Sale
	Property questionnaire and fixture/fittings documents completed and returned to solicitor.
Solicitor requests Local Authority & other searches.	Copy of original deeds requested from Land Registry.
Contract package approved and solicitor raises enquiries. Receive initial report, including Fixtures & Fittings list to check.	Contract package prepared and sent to buyers' solicitor.
Replies to additional enquiries received and reviewed. If okay, title is approved. If not, further enquiries are raised.	Enquiries dealt with and replied to.
Mortgage offer received and special conditions dealt with.	Meet with solicitor to discuss contract and sign.
Contract, mortgage deed and other paperwork prepared. Meet with solicitor to discuss and sign. Deposit requested.	Checks if chain ready to exchange. Negotiates completion date.
Solicitor in receipt of signed paperwork and deposit. Checks if chain ready to exchange. Negotiates completion date.	

Exchange of contracts and completion date made legally binding.

Transfer deed sent to sellers' solicitor for signing.	Agent account and final statement of amount required to pay off mortgage requested.
Mortgage advance and balance of purchase monies requested.	Transfer deed signed in front of a witness and returned before completion.
Final Land Registry and bankruptcy searches made.	Ready to complete.
Mortgage advance and balance of purchase monies received. Final searches clear.	

Completion

ABODE
SALES & LETTINGS