

## THE RESIDENTIAL CONVEYANCING PROCESS

Whatever and wherever your property is in the country, our specialist property solicitors and conveyancers can deal with the legal aspects associated with your house move (conveyancing) or transfer of equity. The process of conveyancing can appear to be quite complex so to try and help you, we have set out below a brief overview of what the legal process involves.

### Sale

1. Once you are satisfied that the conveyancing quote we have provided you with is satisfactory and you have also instructed us to carry out your conveyancing, you will be assigned to a specialist property solicitor or conveyancer who will look after your affairs. We will then request your title deeds to your property. We will also obtain online official copies of your title from the Land Registry in order to provide evidence of ownership to the buyer. You will then be asked to complete a Seller's Property Information form and a Fixtures & Fittings list. If the property is leasehold, there will be an additional form for you to complete. If you provide us with your email address, we can send electronic versions of the forms to you in order to help speed up the conveyancing process.
2. The draft contract will be prepared and sent to the buyer's solicitors, who will then carry out various searches. With your help, we will answer any additional enquiries the buyer may have. Once these queries have been answered you will be asked to sign the contract.
3. Once everyone is ready, the contract is signed. We can then proceed to exchange of contracts. At this stage the sale becomes legally binding. The buyer's solicitors will then send a draft transfer deed to us so that the property can be conveyed to the buyer on completion of the house sale.
4. We will approve the transfer deed and ask you to sign it. We will also request any mortgage repayment figure and prepare the final accounts.
5. On the completion date we will receive the balance of the sale price, in return for which we will hand over the title deeds to the buyer's solicitors.
6. We will arrange for any existing mortgage to be repaid out of the sale proceeds, collect our legal fees, pay any estate agents (where appropriate) and refund any surplus monies to you. If you are buying another property, any surplus funds will be transferred to your purchase. This completes the conveyancing process - until the next time, when we hope you will return to us!