

## THE RESIDENTIAL CONVEYANCING PROCESS

### Purchase

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 the pre-contract package [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) from the seller's solicitor. Following receipt of this, we can apply for the local authority search [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) and any other necessary searches [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###). Please note that if you are obtaining a mortgage, your lender may require us to carry out some additional searches (at your expense). We will apply for these online (where appropriate) in order to speed up the conveyancing process.
2. We will raise any additional enquiries about the property and chase the replies. We will also chase the search results. Once your mortgage offer [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) is available from your lender, we will take note of any special instructions [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) from them. These could relate to a number of issues, for example, the lender may wish to retain advance monies for work required to the property. Please note that a copy of the mortgage offer will be sent to you at the same time as us.
3. Once we are satisfied with everything we will prepare a legal report [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) on the property you are buying and send it to you.
4. You will then be asked to sign the contract [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) , mortgage deed [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) and stamp duty land transaction return [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) . You will also be asked to provide a deposit [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) , typically 10% of the purchase price of the property. We can then exchange contracts [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) with the seller's solicitor. The purchase is now legally binding.
5. Once contracts have been exchanged we can prepare the final accounts [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) and request the mortgage advance [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) (where applicable).
6. Final searches [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) are then made against the property and you.
7. On the completion date [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###), we will hand over the balance of the funds and receive in return the title deeds [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) from the seller's solicitors.
8. If applicable, stamp duty [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) is paid, and we will arrange to register the transfer at the Land Registry [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###). Once the title is registered [http://www.arcpropertysolicitors.com/serv\\_res.php###](http://www.arcpropertysolicitors.com/serv_res.php###) we will arrange for the original document to be sent to your lender. This completes the conveyancing process – until you move again, when we hope you will return to us!