

# The Conveyancing Process

This is where your sale is passed on to the solicitors who will manage the legal aspects and move the process forward. This can be a relatively straightforward procedure, provided you have all the necessary documentation readily available. Both your solicitor and the buyer's solicitor will initially receive a memorandum of sale from the agent, outlining the details of the transaction between you and the buyer. It's important to review this document carefully upon receipt to ensure all the information is accurate and avoid any confusion from the start.

In short, the conveyancing process looks a little like this:

## Formal Instruction

Solicitors need **FORMAL INSTRUCTION** to act. They will not start work on a file until they have instruction from you, so make sure you get this back to them as soon as possible.

## Provide Proof of Identity

Each solicitor may have their own verification process, but you'll generally need to provide photographic ID and at least one proof of address. The best options are your passport and driver's license.

## Contracts Requested from the Sellers Solicitor

The sale of a property revolves around a contract being agreed upon and "exchanged" between the solicitors representing the buyer and the seller. This contract forms the foundation of the transaction. A draft contract will be exchanged between the solicitors, enabling the buyer's solicitor to carry out the required work.

## Searches

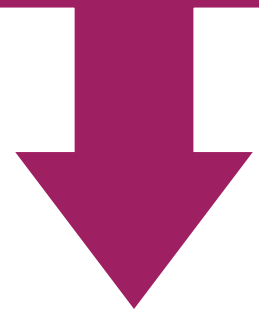
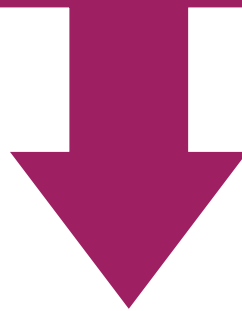
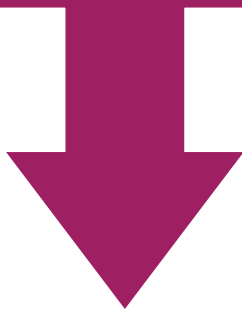
Purchasers solicitor will guide them on which searches to conduct and what needs to be investigated. Typically, a drainage search, local authority search, and environmental search are carried out. However, depending on the property, the solicitor may recommend additional searches.

## Mortgage Application

The purchasers mortgage application may take some time to process. While the solicitors won't handle this directly, they will need to receive a copy of the mortgage offer as soon as it's available to ensure the conveyancing process meets the requirements outlined in the offer. To keep everything on track, it's advisable to submit your application as early as possible.

## Survey

The purchaser is entitled to conduct any survey they feel necessary to assess the condition of the property but they are not essential for a purchase. It is normally recommended to get these instructed at the beginning of the process and along side searches and mortgage applications to keep the process moving.



## Raise Enquiries

Once the purchaser's solicitor has reviewed the draft contract and received any search or survey results, they will raise enquiries with the vendor's solicitor. These enquiries are simply questions that must be answered by the vendor's solicitor. The responses provided form part of the legal pack and the final contract.



## Report to Client

All enquiries have been answered, the survey and search results are back, and the mortgage offer has been received. The purchaser's solicitor will now invite the purchaser to review the findings. If the purchaser is satisfied, they will proceed to exchange. If there are any additional questions, the solicitor will follow up with the vendor's solicitor until the purchaser is fully informed and ready to proceed.



## Exchange of Contracts

This is when the contract becomes legally binding and the purchase or sale is confirmed. At this point both parties will agree a completion date and deposit will be paid to exchange. The solicitors will also line up anything necessary in order to ensure completion takes place in regards to drawing down mortgage funds or organising cleared cash funds from the buyer in readiness for completion.

## Prepare for moving day

You will now need to get organised for moving day by booking removals, start to change over your utilities etc.

## Completion

It's moving day! Once the sellers solicitor has confirmed they have received the funds from the purchasers solicitor, keys can be exchanged.

## Land Registry

The buyer's solicitor will now register the property in the buyer's name and submit the details to the Land Registry.

Of course, the process isn't always completely smooth, as issues can arise on either side. It's important to stay in regular contact with your solicitor and agent to ensure everything is on track.