



CONVEYANCING FLOWCHART



BUYER'S CONVEYANCERS

SELLER'S CONVEYANCERS

Pre-Exchange

Written instructions to act and payment on account

Client returns Client Information Form

Contract pack received from Seller's conveyancers

Searches ordered

Copy documents may be sent to client for information

Additional enquiries raised of Seller's conveyancers

Searches received

Mortgage offer received, any issues reported to the lender

Final report to client prepared and sent. Contract and documents signed in readiness. Client pays any deposit required

Property title information obtained from Land registry (or deeds obtained if unregistered title)

Client returns Client Information Form and Property Information Forms

Mortgage redemption statement ordered for information and copy sent to client on receipt

Contract pack prepared and sent to Buyer's conveyancers

Additional enquiries dealt with and replied to

Contract and transfer deed sent to client for signature in readiness

Exchange

Contracts are 'exchanged' by the conveyancers in the chain and all parties are then legally bound and the completion date is fixed

Completion date negotiated. Chain ready to exchange?

Mortgage advance ordered. Completion accounts prepared (if not already done). Client pays balance needed to complete

Final searches

Mortgage monies and client balance received in time for completion

Agents account and final mortgage redemption statement obtained

Completion accounts prepared (if not already done)

Completion

Everyone 'moves' and legal title to the property changes hands

Completion monies sent to the Seller's conveyancers. Keys released

Transfer deed received and sent to Land Registry

Completion monies received and keys released. Transfer deed sent to Buyer's solicitors. Balance due provided to clients

Post Completion

Registration completed by Land Registry and copy title deed sent to client and lender

