



<b>OFFER ACCEPTED</b>	A Seller agrees to sell a property to a Buyer.
<b>APPOINT A SOLICITOR</b>	Each party must appoint separate solicitors to act on their behalf.
<b>CLIENT CARE</b>	Each solicitor sends their client care pack highlighting their fees, terms and conditions, identification requirements and any forms that must be completed and returned.
<b>CONTRACTS ISSUED</b>	The Seller's solicitor will issue the contract pack to the Buyer's solicitor. This pack typically consists of a draft contract, title deeds, planning consents, guarantees, a list of contents included, and property information forms completed by the seller. If the property being sold is a leasehold or share of freehold title, a management/freeholder pack will also be included.
<b>MORTGAGE OFFER AND SURVEY</b>	The Buyer will liaise with a mortgage broker to obtain a mortgage offer and they are also advised to obtain a survey of the property.
<b>ENQUIRIES AND SEARCHES</b>	The Buyer's solicitor will request replies to their enquiries, which must be completed by the Seller to the best of their knowledge. The Buyer's solicitor will also obtain the usual property searches.
<b>REPORTING</b>	The Buyer's solicitor will compile a report to their client detailing their findings on the property in respect of the legal title, replies to enquiries and search results obtained.
<b>SIGNING DOCUMENTATION</b>	Once all parties are happy, they will mutually agree an exchange and completion date and will sign the contract and transfer for the property. A 10% deposit is usually held by the Seller's solicitor.
<b>EXCHANGE OF CONTRACTS</b>	This is the formal process between the parties' solicitors signifying the parties being legally bound to complete on the set completion date.
<b>COMPLETION</b>	This is the formal transfer of ownership. <b>The Buyer's solicitor</b> obtains any required mortgage finance and sends completion monies to the Seller's solicitors. They also deal with any stamp duty and indemnity payments as necessary. <b>The Seller's solicitor</b> receives the balance of the completion monies. They then redeem any existing mortgages on the title, pay any estate agents fees and authorise the release of the keys to the Buyer so they can move in. Any proceeds is sent to the Buyer.
<b>REGISTRATION OF TITLE</b>	The Buyer's solicitor applies to HM Land Registry to register the Buyer as the new owner of the property. This process can take several months. The updated title will then be sent to the Buyer.

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