



The Sales Process

When you sell your property you'll want the services of a firm that is expert in Conveyancing to help you complete the legal side of the transaction smoothly and efficiently. This guide helps to explain what is involved with each stage of the process.

1. Advise your property professional to instruct your Conveyancer of choice.
2. Your Conveyancer accepts your case (usually within 24 hours). They will send you a client care pack for you to fill in and return. **Please note - the conveyancer is unable to start work until they receive this back**
3. Your completed client care pack is received by your Conveyancer — **work can now start on your case.**
4. **ID requirements satisfied** - Your identification is received and your Conveyancer will check to ensure it satisfies requirements.
For your information - Your Conveyancer will send you a property information form along with a fixtures and fittings form for you to fill in.
The property information form asks about boundaries, alterations, guarantees and warranties etc. The fixtures and fittings form makes it clear to the buyer exactly what is included within the sale cost and if any other items will be available for them to buy at an additional cost (furniture, white goods etc.).
5. Contract Paper Issued - Your Conveyancer is responsible for drawing up a legal contract to transfer the ownership of the property to your Buyer. This contract has been sent to your Buyer's Conveyancer for them to approve or raise enquiries.
6. Enquiries received from Buyers with the approved contract - Your Conveyancer will have the approved contract in hand from your Buyer's Conveyancer, along with relevant enquiries (if applicable). At this stage, your Case Handler may need to contact you for further information to address the questions raised. **To avoid delays, please respond at your earliest opportunity.**
7. Replies to enquiries sent to Buyers - At this stage your Conveyancer will reply to the Buyer with replies to their initial enquiries, based on the additional information you provided. There are sometimes additional enquiries raised at this stage if required.
8. Signed contract received from client - Your Conveyancer will have received the signed contract from the Buyer in readiness for exchange.
9. Contracts Exchanged - All parties agree on a completion date and contracts are formally exchanged. At this point both parties are legally committed to the transaction.
10. Case Completed - Once you have vacated your property on completion day, you must make arrangements to hand over the keys (usually via the estate agent). The Buyer's Conveyancer will send the proceeds of the sale to your Conveyancer and they will arrange for the keys to be released to the Buyer. Your Conveyancer sends the Title and Transfer Deeds to the Buyer's Conveyancer together with an undertaking to use the proceeds of the sale to pay off any existing mortgage. Your Conveyancer then pays the Estate Agent (if one was used), repays the amount owing to the existing mortgage lender (if applicable) and takes payment for their Conveyancing service costs.