The Conveyancing Process – Freehold Sale

Receive the Memorandum of Sale from your Estate Agent and contact your Buyers Solicitor to confirm their instructions

|

Request Home Information Pack from Estate Agent (if not received)

|

Order Title Deeds and Mortgage Redemption Statement (for information purposes) from your Lender

|

Prepare draft Contract and send this to your Buyers Solicitor along with the Property Information forms, Fixtures and Contents form and any other supporting documents

|

Reply to additional enquiries raised by your Buyers Solicitor

|

Agree the Terms of the Contract

|

Arrange for you to sign the Contract and confirm the completion date

|

EXCHANGE CONTRACTS

|

Obtain up-to-date Mortgage Redemption Statement from your Lender and Commission invoice from your Estate Agent

|

Reply to Completion Information and Requisitions on Title

|

Approve draft Transfer Deed

|

Prepare Financial Statement for you

|

Arrange for you to sign the Transfer Deed

|

COMPLETION

|

Redeem any Mortgage(s)

|

Pay your Estate Agents Commission

|

Account to you for the proceeds of sale

|

Send the Mortgage discharge document to the Buyers Solicitor when received (if applicable)