# Buying and selling step by step guide

Buying and/or selling your home can be daunting, the decisions you make along the way could save you - or cost you - many thousands of pounds. Here's our guide to the process:



#### **Get prepared**

Instruct solicitors to act on your behalf. Make payment on account and provide ID and proof of address to your solicitor.



**Buyer** 



## Seller

#### **Property information**

Property questionnaire and fixture/fitting list received, completed and returned to solicitor.

#### Find the property

Make an offer to the Estate Agent and agree on a purchase price.

#### Deeds

The conveyancer obtains the deeds.



#### The selling begins

Advertising and viewings with Estate Agent, receive an offer and agree on a selling price.

#### Searches

Your solicitor requests Local Authority and other searches.

#### **Contracts prepared**

A contract package is prepared and issued to the buyer's solicitor.

### Contracts and enquiries

Contract approved and any enquiries raised by buyer's solicitor.

#### **Enquiries**

Enquiries dealt with and replied to by seller's solicitor.

#### **Receive contract**

You receive the contract to sign in the post or meet with your solicitor to discuss and sign.

#### **Replying and checking**

Replies to additional enquiries and search results received and checked. If all okay, title is approved. If not, further enquiries raised by solicitor.

#### Keep it progressing

Seller's solicitor and Estate Agent chases the chain to ensure it's progressing



#### Mortgage offer

Mortgage offer received and special conditions dealt with.

#### **Paperwork prepared**

Contract, mortgage deed and other paperwork prepared. meeting with solicitor to discuss and sign (or sent to client to sign and return). Deposit requested.

#### **Completion date**

The completion date is negotiated. Check everyone in the chain is ready to exchange.

#### Sign the contract

The seller signs the contract ready for exchange.

#### Exchange

Exchange of contracts whereby the deal and the completion date is made legally binding.

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#### **Transfer deed**

The Transfer Deed is sent to the seller's solicitor for signing.

#### **Finalise money**

Estate Agent's account and redemption statement of amount required to pay off mortgage requested.

#### **Money requested**

Mortgage advance and balance of purchase monies (including fees) requested.

#### **Final searches**

Buyer's solicitor completes final Land Registry and bankruptcy searches.

#### Money received

Mortgage advance and balance of purchase monies received.

#### **Transfer deed**

Transfer Deed to be signed in front of a witness and returned before completion.

#### Completion

Keys released to buyer when seller's solicitor receives purchase monies.



For more information, please contact the team

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