

## **Stages of Conveyancing Sale**

- Take your instructions and give you initial advice
- Obtain Land Registry entries and/or deeds
- Send you Property Information Form and Fittings and Contents Form to complete, and send them to buyer's solicitor
- Prepare contract
- Obtain further planning documentation if required
- Reply to enquiries from Buyer's solicitor
- Signature by you of contract and transfer
- Agree completion date (date from which buyer owns the property)
- Exchange contracts (legally commits you to the sale) and notify you that this has happened
- Complete sale
- Deal with application for registration at Land Registry
- Redeem mortgage
- Send you balance of sale proceeds by Same Day Bank transfer.