



# Conveyancing Explained

## The Purchase Process

When you buy a 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.



### Contract approved and enquiries raised

Your conveyancer will check through all details in the contract and will negotiate with the seller's conveyancer to draw up the final version. Your conveyancer may raise a number of enquiries, which are questions to the seller's conveyancer based on the content of the contract.

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### Mortgage Offer Received/Mortgage Offer checked and conditions satisfied

Your mortgage offer is received and your conveyancer will check that all conditions have been satisfied.

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### Searches received

Once all search reports are received, they will check through and will raise further enquiries (if necessary) with the seller's conveyancer.

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### Replies to enquiries received and satisfactory

The replies to enquiries (if applicable) will be checked through to ensure all questions have been answered. If an enquiry hasn't been fully answered by the seller's conveyancer, more enquiries may need to be raised at this stage.

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### Report sent to Clients with documents to sign

Your conveyancer will send you a detailed report concerning your property purchase. You will need to sign and return this report to confirm that you are happy with its content.

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### All documents received from the client.

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### Deposit Received

When you are happy to proceed, arrangements are made for the deposit to be transferred to your conveyancer in readiness for exchange of contracts.

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### 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.

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### Case Completed

Your conveyancer prepares a completion statement and requests funds from the mortgage lender. On completion day, the seller vacates the property and the keys are released for you to pick them up (usually from your estate agent). Your conveyancer will send the funds from your mortgage lender to the seller's conveyancer and sends the stamp duty payable to the HMRC. After completion, you will receive a copy of the registered title from land registry.

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