

# CONVEYANCING FLOWCHART

Seller's Conveyancers	Buyer's Conveyancers
<b>PRE-EXCHANGE</b>	
Written instructions to act received; Order initial redemption statement; send Property Information form to Seller for completion	Written instructions to act received and payment on account
Property Information Forms received from Seller; Contract pack issued to Buyer's Conveyancer	Contract pack received from Seller's Conveyancer; review title and other documents received; Order searches; and raise Additional Enquiries of the Seller's Conveyancer
Responses to Additional Enquiries received from Seller; and send responses to the Buyer's Conveyancer	Responses to Additional Enquiries received from the Seller's Conveyancer
	Searches received
	Mortgage Offer received
Prepare and send Legal Report to Seller	Legal Report sent to Buyer and deposit requested (if appropriate)
Seller signs Contract	Buyer signs Contract
<b>EXCHANGE</b>	
<i>Once all parties in the chain have signed the Contracts and ready to exchange, the Conveyancers will arrange to exchange Contracts. At this point in time, the completion date will be agreed, and all parties are legally bound</i>	
Obtain final redemption statement (if applicable), Agents Commission Account; prepare Completion Statement and send to Seller	Mortgage Advance requested; Final Searches completed; prepare Completion Statements and request client balance (if applicable)
Pre-Completion Check	Pre-Completion Check
	Mortgage advance received and client balance requested
<b>COMPLETION</b>	
<i>Everyone moves and legal title to the property changes hands</i>	
Completion monies received, keys released, Transfer Deed sent to the Buyers' Solicitors, and balance monies sent to Seller (if applicable)	Completion monies sent to the Seller's conveyancers; keys released
	Transfer deed received and sent to Land Registry
<b>POST COMPLETION</b>	
Registration completion by Land Registry and copy title Deeds sent to the Buyer and Lender (if applicable)	