FISHER JONES GREENWOOD SOLICITORS

The Sale Process

1. **Seller's Conveyancer Instructed:**
    - The seller's conveyancer confirms instructions by letter, setting out terms of business with details of costs and disbursements.
    - Proof of identity checks are carried out, and forms related to fittings, contents, and property information.
2. **Title Deeds and Documentation:**
    - The seller's conveyancer obtains title deeds or official copies of the title register.
    - Draft contracts and supporting documentation are prepared and sent to the buyer's conveyancer.
3. **Pre-Contract Enquiries and Exchange:**
    - The buyer's conveyancer submits any searches, checks the contract and raises pre-contract enquiries for the seller and their lawyer to answer.
    - Seller and buyer agree on a completion date, and contracts are formally exchanged, legally committing both parties to the transaction.
4. **Settlement and Transfer Deed:**
    - The seller's conveyancer obtains a settlement figure to repay any existing mortgage.
    - The buyer's conveyancer drafts a transfer deed, which the seller signs in readiness for completion.
5. **Completion and Handover:**
    - On completion, the seller vacates the property, and keys are handed over (usually through the estate agent).
    - Proceeds of sale are sent to the seller's conveyancer, who arranges key release to the buyer.
6. **Final Steps:**
    - The seller's conveyancer sends title deeds and transfer deed to the buyer's conveyancer.
    - The seller's conveyancer pays the estate agent (if used) and repays any existing mortgage with any balance payment being made to the clients as required.

Remember that this process can vary slightly based on the type of property and specific circumstances and each case varies, but, this is designed to be a brief outline of the process.