

# 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:

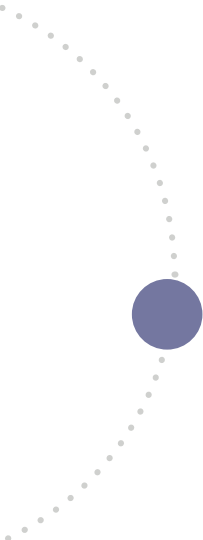
- The seller's conveyancer obtains a settlement figure to repay any existing mortgage.
- The buyer's conveyancer drafts a transfer deed, which the seller signs in readiness for completion.

## 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.**