



## CONVEYANCING DEPARTMENT

### Sale & Purchase Transactions at a Glance

#### Sale Transaction:

The property is placed on the market. You instruct us and fill in the various Property Information Forms, Fixtures, Fittings and Contents Lists. An offer to sell is accepted by you.

#### Purchase Transaction:

You have found a house and have had your offer accepted.

Week 1	Draft Contract papers are sent to your buyer's Solicitors.
Week 2	The buyer's Solicitor returns the approved Contract. The buyer's valuer surveys your house.
Week 3	We arrange for you to sign the Contract in preparation for exchange of Contracts.  Completion dates are agreed with your buyer. The buyer gives their Solicitor the deposit for exchange.
Week 4	<b>Contracts are exchanged</b>  You are now legally bound to move out on the completion date. You can now safely book your removals.  We request a redemption figure from your mortgage lender.
Week 5	We send you a statement of account setting out the financial side to the transaction and you provide us with the balance due to complete (if any).
Week 6	<b>Completion – You move out!</b>  We pay the Estate Agents, redeem your mortgage and send you the net proceeds of sale (if any).

Week 1	You instruct us, pay the search fees and submit your mortgage application.
Week 2	On receipt of the Contract papers we request any searches that are required, check through the Contract papers and send you a copy of the Fixtures, Fittings and Contents List. The house is surveyed on behalf of your mortgage lender.
Week 3	We receive and check through the search results.
Week 4	We receive your written mortgage offer and ask you to make an appointment.
Week 5	We advise you on the Contract and mortgage documentation and you sign the Contract in preparation for exchange. Completion dates are discussed with the Seller and you give us your deposit. <b>Contracts are exchanged</b> You are now legally bound to buy the house on the completion date. Your buildings insurance and life insurance go into force. We request the mortgage funds and the balance due from you to complete (if any).
Week 6	<b>Completion</b> You move into your new home. We register you as the owner of the house with the Land Registry.

Don't forget the importance of making a Will. Call 01752 204444 to make an appointment.

**Please note:** These timescales rely on the co-operation of your Buyer/Seller, Mortgage Lender and any other parties relevant to any chain.