

The Purchase Conveyancing Timeline

Please remember this is estimated and all cases are different.

Week 1

You instruct us to act on your behalf, we send you a Purchase Information Pack to complete and return.

Week 2

You send the required documents back to us, along with with copies of your photo and address ID for verification purposes and pay your search pack fees. We write to the seller's solicitor to confirm we are instructed.

Week 3

The seller's solicitor sends us a Contract pack regarding the property. We send you a preliminary report to check with you that it all matches with what you are buying.
We order the searches on the property.

Week 4

We check the Contract pack and request any other documents we may need from the seller's solicitor. We may raise initial enquiries at this stage.

Week 5

Your searches will be back with us by this point 5 if everything goes to schedule.
We may need to raise enquiries based on the results of those searches and you may need to bring the searches to the attention of your Surveyor, the Water Authority and the Local Council.

Week 6

By now we should have received your Mortgage Offer and will have checked any replies from the seller's solicitor and any queries with regard to searches. We will deal with any requirements in line with your Mortgage Offer.

Week 7

We will issue our final report to you on the property; send you a completion statement and request the deposit from you. By the end of this stage if you have put us in funds, we maybe in a position to **Exchange Contracts** and set a date for completion. This will need to be synchronised with any related sale you may have and with other parties in the chain – who may have joined the chain later than you.

Weeks 8 and 9

We will request your mortgage monies from your Lender. This can take up to 7 working days to be released. You will put us in funds for any balance of the monies needed for Completion.

Completion Day arrives. This is the day when you move house

The Sale Conveyancing Timeline

Please remember this is estimated and all cases are different.

Step 1

You instruct us, we send you a Sale Information Pack to complete and return. The Estate Agent should send us a sales memo with details of the Purchaser's and their solicitors.

Step 2

You send the required docs back to us with copies of your ID for verification purposes. We write to the Purchaser's solicitor to confirm we are instructed. We can only send out the necessary documents to the Purchaser's solicitor if you have returned them to us.

Step 3

We may not hear anything from the Purchaser's solicitor this week

Step 4

We may receive initial enquiries from the Purchaser's solicitor with regard to the property at this stage especially if the prospective Purchaser has queries on the documents you have completed or the Land Registry documents we will have sent the solicitor's. We will forward the enquiries onto you if relevant.

Step 5

If you have answered the enquiries by this week we will forward the answers onto the Purchaser's solicitor. If their solicitor has received the results of searches they have requested, they may have further queries for you and us. We will have sent the Contract out for you to sign by this week.

Step 6

By now we should have answered all the enquiries they have raised. You will have sent the Contract back to us and this will be kept on the file.

Step 7

We will have received the Transfer document that ultimately transfers the property from you to the Purchaser by this week and will send this out to you to sign and have witnessed by a friend not a relative. The other side may now be in a position to **Exchange Contracts** and set a date for Completion. This will of course have to be synchronised with any related purchase you may have and with other parties in the chain – who may have joined the chain later than you.

Step 8 and 9

Once exchanged we will request a redemption statement regarding any mortgage(s) you may have on the property as at the Completion date.

**Completion Day arrives. This is the day when you move house.
We pay off your mortgage(s) and send the balance on to your purchase
or to you by either BACS or TT.**

After Completion we also pay the Estate Agent's invoice if instructed to by you before we send the balance to you.