AN EXAMPLE OF THE CONVEYANCING PROCESS

PRE-CONTRACT PROCEDURES

BUYER	SELLER

- **Issue Client Care letters**
- **Confirm instructions**
- **Confirm identity**
- **Check for conflict of interest**

STAGE 1: INVESTIGATION

BUYER	SELLER
• Examine pre-contract package • Make searches • Check title • Raise enquiries • Approve contract • Finalise proof of funds • Draft Transfer	• Prepare pre-contract package • Send pre-contract to buyer's solicitors • Answer any additional enquiries raised by buyer • Approve transfer • Obtain initial redemption statement from lender

STAGE 2: REPORTING

BUYER	SELLER

• Check lender's instructions
• Report to buyers/lender on pre-contract investigations
• Buyer to sign the following:
  ○ Contract
  ○ Transfer and Mortgage Deed
  ○ Stamp Duty Return
• Check insurance in place
• Ensure deposit is in place
	• Seller to sign the following:
	  ○ Contract
	  ○ Transfer

EXCHANGE OF CONTRACTS	**EXCHANGE OF CONTRACTS**
PRE-COMPLETION PROCEDURES	**PRE-COMPLETION PROCEDURES**
• Make pre-completion searches • Request mortgage advance • Receive completion monies from client	• Obtain final redemption statement from lender
COMPLETION Complete transaction and inform clients that completion has taken place	**COMPLETION** Complete transaction and inform clients that completion has taken place
• Pay Stamp Duty • Register at the Land Registry	• Discharge mortgage • Pay estate agents' commission invoice

END OF TRANSACTION