

# 10 Steps To Conveyancing



STEP  
1

## Choose your solicitor

We recommend a solicitor based on the best price & reviews. Once you are happy to proceed, you instruct them.



STEP  
2

## Solicitors Client Care Pack

You complete the client care documentation sent by the solicitor and put monies on account so they can commence working on the purchase.



STEP  
3

## Contract Pack Requested

Your solicitor will request the contract pack from the seller's solicitor and raise the appropriate inquiries.



STEP  
4

## Searches Ordered

Your solicitor orders searches on the chosen property (Local Authority, Water & Drainage, Environmental, Chancery, etc).



STEP  
5

## Mortgage Offer Received

Once you have received your formal mortgage offer, make sure your solicitor has received their copy.



STEP  
6

## Searches & Replies Received

Once enquiries have been received and your solicitor is satisfied, you will be requested to check and sign some key documents. Transfer Deed, Mortgage Deed, competition statement, report on title and contract.



STEP  
7

## Deposit & Signed Contract Requested

Your solicitor will discuss the deposit required and how you should transfer it to them.



STEP  
8

## Contracts Exchanged

All parties agree on a completion date and contracts are formally exchanged.



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9

## Completion

Your solicitor requests the completion funds from the Lender and prepares a completion statement. Once the funds are received, your solicitor sends these to the vendor's solicitor. The keys can now be released.



STEP  
10

## Stamp Duty Paid

Your solicitor arranges for your Stamp Duty Land Tax (SDLT) to be paid to the UK Government