

Buyer

Instruct solicitors who will request ID and proof of address from you. You may also be required to pay money on account for disbursements.

Your solicitor will request draft contract documentation and apply for searches.

Contracts will be approved and any enquiries will be raised.

Replies to enquiries and search results will be received. If any further points require clarification, your solicitor will raise any additional enquiries.

Your mortgage offer will be received and any special conditions dealt with.

A report on title will be sent to you with the contract and all associated documentation to sign. Any other queries you have should be raised. Your deposit will be requested at this stage.

Signed contracts and deposit monies should be returned to your solicitor who will then liaise with the Sellers regarding exchange and completion.

Exchange of contracts - Whereby the deal and completion date is legally binding.

Your solicitor will request the drawdown of funds from your lender and any balance to complete will be requested from you.

The Transfer deed will be approved and sent to all parties to sign and return prior to completion.

Your solicitor will carry out final searches of the land registry and bankruptcy search and will ensure these are clear.

Completion day - Monies are received by the Sellers' solicitor upon which keys are released to the buyer.

Seller

Instruct solicitors who will request ID and proof of address from you. You may also be required to pay money on account for disbursements.

Fill in property information forms together with a list of fittings and contents.

Your solicitor will send title information and draft contracts to the buyers' solicitor.

Any enquiries raised by the buyers will be dealt with accordingly.

Once the contract has been approved, you will be sent this to sign and return.

Your solicitor will request a redemption statement from your lender (if applicable) together with the agents' commission account.

The Transfer deed will be approved and sent to all parties to sign and return prior to completion.