THE CONVEYANCING PROCESS FOR REGISTERED FREEHOLD PROPERTY

Seller

Buyer

1 Instruct a solicitor

Onboarding

Instruct a solicitor

Your solicitor will provide you with initial documentation including their Client Care Letter, Terms of Business as well as standard forms relating to the property for you to complete. Your solicitor will also need to see copies of your ID. Once all has been returned, they will then begin drafting a contract.

2 Onboarding

Your solicitor will provide you with initial documentation including their Client Care Letter, Terms of Business and request copies of your ID. Once this has been returned to them, they will be able to progress matters.

Issue Contract Pack

Your solicitor will draft the Contract Pack and send this to the buyers' solicitor. The Contract Pack includes the draft contract for sale, title documents, your completed property forms and any other documents relevant to the transaction.

Await contract pack from the Sellers' Solicitor

Freehold Management Enquiries (Optional)

If the property being sold is on a managed estate, your solicitor will then need to contact the management company and obtain replies to Freehold Management Enquiries (FME1). The management company may charge you for this document.

Review Contract Pack, raise enquiries and searches

Your solicitor will review the Contract Pack and order searches for the Property. Searches can take up to six weeks to be returned by the relevant provider.

Your solicitor will also raise their initial enquiries on the property and send these to the sellers' solicitors.

Responding to Initial Enquiries

Your solicitor will review the enquiries raised by the buyers' solicitor and respond to those which they hold the answers to. Your solicitor will ask you to provide replies to enquiries that they do not hold the answer to.

Mortgage Offer & Report (Optional)

Your mortgage offer should now have been issued and recieved by your solicitor. Your solicitor will review this and check what information is required by your lender. They will also report to you on the terms of the mortgage.

Issuing FME1 Replies (Optional)

Your solicitor should now have received replies to FME1 and will forward these on to the buyers' solicitor.

Searches, further enquiries & report

Your searches should now have been provided by the relevant provider. Your solicitor will review these, raise any further necessary enquiries and report to you on the results of the searches.

Seller

Buyer

Respond to further enquiries

Your solicitor will review the further enquiries raised and respond to those which they have the relevant information for. If they require further information from you, they will request this from you.

FME1 Review and Enquiries (Optional)

If FME1 replies have been provided, your solicitor will now review these and raise any further necessary enquiries.

Approximately 1 Week

Approximately 1-2 Weeks

oximately 1-2 Weeks

Signing of Documents

Your solicitor will provide the documents to you which need to be signed in order to proceed to exchange and completion.

8 Property & Enquiry Report

Once all enquiries have been replied to and the answers are satisfactory, your solicitor will then prepare their final report to you on the Property. This will include all of the documents that you need to sign in order to proceed to exchange and completion.

Your solicitor will also request deposit funds from you which will be required prior to exchange.

Exchange

Once you have returned your signed documents, your solicitor will agree exchange and completion dates with the buyers' solicitor. They will then exchange contracts and this is the date on which the sale becomes legally binding and a date to move is fixed.

9 Exchange

Once you have returned your signed documents, your solicitor will agree exchange and completion dates with the sellers' solicitor. They will then exchange contracts and this is the date on which the purchase becomes legally binding and a date to move is fixed.

Completion

This is the date on which the sale will complete and you will receive the proceeds of sale.

Completion

This is the date on which the purchase will complete and you will receive the keys to the Property.

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Post Completion

Following completion, your solicitor will register your ownership in the Property and deal with the serving of any required notices. The Land Registry can take up to two years to complete registration and your solicitor will let you know once it is complete and provide you with a copy of the title to the Property which will confirm your ownership.