

# Summary of the Conveyancing Process: Buying



- To assist you through the complex procedure of purchasing a new property, please see the summary which will give you an overview of the whole process.
- We will explain in more detail as the process continues.
- The process generally takes between 8 to 12 weeks from first receiving instructions to completion, although, in some cases, it can be sooner, in others longer.
- It is best not to agree to any dates at the outset with any party as this can lead to frustration and disappointment throughout the transaction when the dates cannot be achieved - until we see the legal title/search results/surveys we cannot confirm any timescale as there may be issues which need further investigation and/or take longer to deal with.
- Please do not make any arrangements with regard to moving, until a completion date has been finalised.
- Please be aware that on completion day, the general rule of thumb is that sellers needs to have vacated the property no later than lunch time to allow purchasers time to move in during the afternoon.

- 1 We receive your written instructions
- 2 We obtain the purchase contract from the seller's solicitor
- 3 We examine the legal title
- 4 We apply for further information with regard to the legal title (searches and enquiries)
- 5 We send the draft contract and a full report to you
- 6 We ask you to check, sign and return the contract (subject to searches and enquiries)
- 7 We ensure searches and enquiry answers are acceptable and approved
- 8 We consider your mortgage offer and bring any special conditions to your attention
- 9 We ask you to sign and return the mortgage documents
- 10 We check all documents, including the seller's transfer deed, exchange if appropriate, and confirm completion date
- 11 We obtain mortgage funds and balance of purchase monies
- 12 We carry out final Land Registry searches
- 13 We complete the purchase, enabling you to move in
- 14 We register your purchase at the Land Registry

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