

# Summary of the Conveyancing Process: Selling



- To assist you through the procedure of selling a 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 out of your property until a completion date has been finalised.
- Please be aware that on completion day, the general rule of thumb is that sellers need 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, completed Property Information & Fittings form, Contents form and any Deeds held in your possession

**2** We obtain details of any mortgages and obtain redemption figures to make sure there is enough money from the sale to pay these off

**3** We obtain official copies of the Register of Title from the Land Registry

**4** We draft the contract and prepare the supporting pack to send to your buyer's solicitors

**5** We deal with any enquiries raised by your buyer's solicitors

**6** We ask you to check, sign and return the contract and transfer deed (once approved)

**7** We obtain an up to date redemption figure from your mortgage lender once a completion date (moving date) has been agreed

**8** We will exchange contracts on your behalf to tie all parties into the fixed and agreed moving date

**9** We complete your sale and discharge any mortgages over the property and pay any estate agents fees due

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