



What is conveyancing?

Conveyancing is the legal transfer of a property from one owner to another and leasing or mortgaging a property.

For a buyer the ultimate aim is to ensure they get the property they want free of any adverse rights or restrictions and for a seller to try to make the transaction as smooth and straightforward as possible.

The conveyancing process for sale and purchase

- Instructions are taken and ID and source of any funding checked to begin proceedings.
- The seller's lawyer obtains details of the property's title, prepares the contract and sends it to the buyer's lawyer for approval with supporting documentation.
- The buyer's lawyer carries out searches and makes enquiries on the contract. This involves requesting a number of searches to gain more information about the property.
- The buyer's lawyer reviews the search results, the title and the contract to raise any concerns or questions with the seller's lawyer. They may also review any legal issues raised by the survey.
- Once the seller's lawyer has responded to the enquiries and the buyer's lawyer and buyer are both happy the contract is approved.
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- The buyer's lawyer normally also acts for the mortgage lender if the buyer is taking a mortgage and reports to the lender on the title.
- All parties prepare for exchange of contract. Contracts are signed and exchanged with the other side at which point the completion (moving) date is fixed.
- The buyer's lawyer prepares for completion. This includes carrying out final searches and requesting any mortgage advance. Deeds are prepared and sent to the parties to sign.
- Completion – funds are transferred and keys are handed over. The buyer's lawyer pays the stamp duty and registers the purchase with the Land Registry.

Understanding your needs.
Protecting your interests.

Documents needed when selling

- Identification documents
- Instruction forms
- Title deeds
- Property information form
- Fittings and contents form
- Energy performance certificate

Plus if you have made any alterations or extended your property you will need:

- Completion certificates
- Planning permissions
- Any other approvals
- Warranties or guarantees

If your property is leasehold you will also need:

- Leasehold information form
- Covenant consents

Missing documents?

Don't panic – your solicitor will be able to advise on options.

Our team

Having your documents in order as early as possible and by instructing a conveyancer as soon as your property is put on the market will help the process run much smoother.

It's essential to consult with legal professionals to ensure you have all the required documents and your conveyancer will be able to help obtain and take your property sale through the necessary steps.

We believe communication is key and you are given your conveyancer's direct dial and email address at the beginning of the process, plus we will send you regular updates by phone, email and text.

Get in touch

Speak to a member of our conveyancing and residential property team on:
0161 475 7676

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