

# Conveyancing Flowchart



## Post Completion

Land Registry complete registration of purchase

Completion

Money received, keys released, net proceeds to client

Money received, SDLT paid, transfer sent to Land Registry

Everyone moves and legal title to the property changes

Exchange

Mortgage monies and client balance received in time for completion

Completion accounts prepared

Final searches

Mortgage advance ordered. Completion accounts prepared. Client pays any balance due

Agent's account and final mortgage redemption statement obtained

Contracts exchanged

Completion dates negotiated and agreed

Pre-Exchange

Final report and documents sent to client to sign. Client pays deposit

Contract and transfer deed sent to client to sign

Mortgage offer received, any issues reported to the lender

Additional queries dealt with and replied to

Search results received

Contract pack prepared and sent to buyer's conveyancers

Additional enquiries raised for Seller's conveyancers

Mortgage redemption statement ordered

Searches ordered

Seller's contract pack received

Client returns Client Information Form and Property Information Form

Client returns Client Information Form

Property title information obtained from Land Registry

Written instructions to act and Payment on account

**BUYER'S CONVEYANCERS**

**SELLER'S CONVEYANCERS**