



PROPERTY  
SOURCING  
COMPLIANCE

## GUIDE TO THE CONVEYANCING PROCESS

|                                                                                                                  |           |
|------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                                  | COMPLETED |
| INSTRUCT PROPERTY SOLICITOR (MANAGE CONVEYANCE PROCESS)                                                          |           |
| RECEIVE NOTIFICATION OF SALE FROM ESTATE AGENT                                                                   |           |
| SOLICITOR RECEIVES CONTRACT AND TITLE DEEDS                                                                      |           |
| SOLICITOR RAISES QUERIES WITH THE SELLORS SOLICITOR                                                              |           |
| SOLICITOR CONDUCTS SEARCHES<br>(ENVIRONMENTAL, WATER, DRAINAGE, MINING OR<br>LOCAL AUTHORITY ETC.)               |           |
| SOLICITOR SENDS YOU A REPORT ON THE SEARCHES                                                                     |           |
| SOLICITOR SENDS YOU A REPORT ON THE CONTRACT / TITLE<br>(CHECK FIXTURES AND FITTINGS)                            |           |
| MORTGAGE OFFICER RECEIVED BY YOUR SOLICITOR                                                                      |           |
| SOLICITOR MEETS WITH YOU TO REPORT ON MORTGAGE DEEDS TO SIGN                                                     |           |
| CONTRACT SIGNED                                                                                                  |           |
| AGREE COMPLETION DATE<br>(I ALWAYS TRY AND EXCHANGE AND COMPLETE<br>SAME DATE WHERE POSSIBLE)                    |           |
| YOU TRANSFER YOUR DEPOSIT TO YOUR SOLICITOR AND<br>ARRANGE PROPERTY INSURANCE<br>(COMMENCES ON DATE OF EXCHANGE) |           |



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|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                            | COMPLETED |
| EXCHANGE CONTRACTS                                                                                         |           |
| SOLICITOR REQUESTS MONIES FROM MORTGAGE COMPANY                                                            |           |
| COMPLETE PURCHASE (MONIES SENT TO SELLER'S SOLICITORS)                                                     |           |
| COMPLETED!                                                                                                 |           |
| SOLICITOR RECEIVES TITLE DEEDS AND DOCUMENTATION                                                           |           |
| SOLICITOR SUBMITS STAMP DUTY FORM (SDLT5) AND PAYS STAMP DUTY                                              |           |
| SOLICITOR REGISTERS PROPERTY IN YOUR NAME<br>(AND MORTGAGE COMPANY IF LOAN OBTAINED)<br>WITH LAND REGISTRY |           |



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