



PROPERTY  
SOURCING  
COMPLIANCE

## GUIDE TO THE CONVEYANCING PROCESS

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



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



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