

Minors & Brady Your Guide to the Conveyancing Process

Estate Agents, Lettings and Property Management

VENDOR

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If you haven't already sent back your completed initial solicitor paperwork pre-sale, do so within 48 hours so your solicitors can issue contracts and the process can begin!

Do you pay service charges to a management company? If so, check with your solicitors how to request the management pack. These can take time to come through, so this must be ordered and paid for right away!

Your solicitors will need to send you some or all of the enquiries and this could be on more than one occasion. Answer these within 24 hours to keep the sale moving forward!

Sale agreed & sales memorandum issued

Draft Contracts issued by Vendor's solicitors to Buyer's solicitors

Searches applied for by Buyer's solicitors (if applicable)

Enquiries raised by Buyer's solicitors to Vendors' solicitors

Vendor's solicitors to answer enquiries with the help of Vendor & 3rd parties

BUYER

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Complete and return your solicitor's initial paperwork within 48 hours. If you're having searches, pay your solicitors for these too.

If you are buying with a mortgage, you must have searches.
If you are buying cash, the choice is yours!

Are you getting a mortgage? Submit your mortgage paperwork and pay for the valuation (if needed) within three days of offer acceptance. The valuation can take time to book, so don't let this hold you back!

If you decide to have a survey, get this arranged immediately, as these can take time to be booked and for the report to be sent to you.

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Plan ahead: Get a removal quote! You don't need to commit to a date or pay a deposit. When a completion date is proposed, your removal company will know how many vans are needed, and it's a quick call rather than a last-minute dash!

Send back your signed contract and transfer within 24 hours. To prevent delays, hand-deliver them or use recorded delivery.

On the day of exchange, you need to give your solicitors authority to exchange by phone and/or e-mail. Make sure to do this first thing!

Exchange = deposit paid & contract legally binding
Completion = money transfer, key release and moving day!

Funds lined up & ready to go
(mortgage offer in, cash readily available & investments drawn down)

Buyer's solicitors report all info to buyer with paperwork to sign

Solicitors hold signed paperwork & Buyer pays deposit

Agree completion dates

EXCHANGE & COMPLETION!

We advise both vendor and buyer to provide five possible dates. The more options, the easier it is to find a mutually agreed date.

BUYER

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Verify the timeframes for funds drawdown, including Help to Buy ISA closing requirements, bank transfer limits, and investment/pension drawdown schedules.

Return signed documents within 24 hours, hand deliver them or send recorded delivery to prevent delays. Pay your deposit to your solicitors too.

On the day of exchange, you need to give your solicitors authority to exchange by phone and/or e-mail. Make sure to do this first thing!