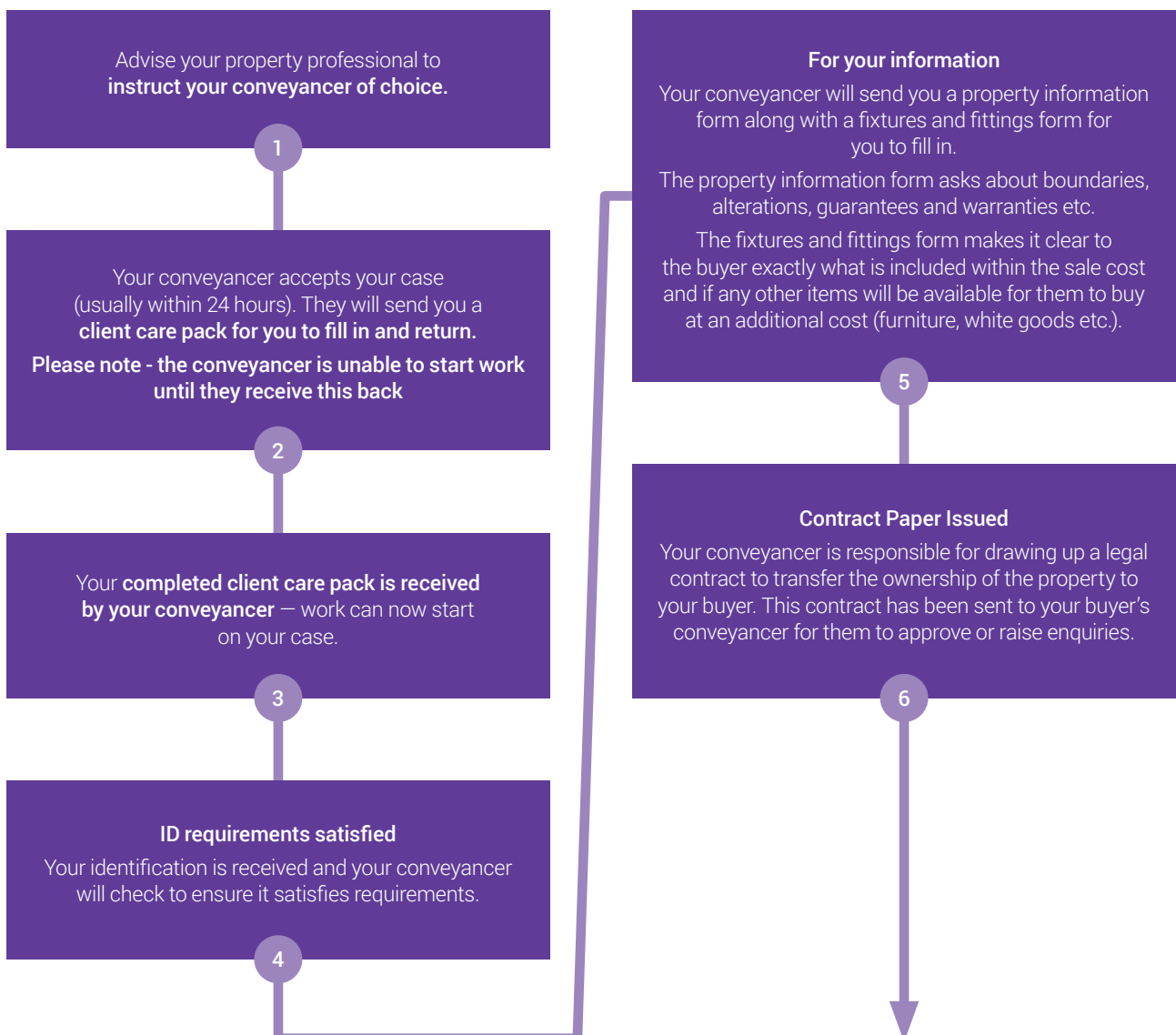




# Conveyancing Explained

## The Sales Process

When you sell your property you'll want the services of a firm that is expert in Conveyancing to help you complete the legal side of the transaction smoothly and efficiently. This guide helps to explain what is involved with each stage of the process.



### Enquiries received from buyers with approved contract

Your conveyancer will have the approved contract in hand from your buyer's conveyancer, along with relevant enquiries (if applicable). At this stage, your case handler may need to contact you for further information to address the questions raised.

**To avoid delays, please respond at your earliest opportunity.**

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### Replies to enquiries sent to buyers

At this stage your conveyancer will reply to the buyer with replies to their initial enquiries, based on the additional information you provided.

There are sometimes additional enquiries raised at this stage if required.

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### Signed contract received from client

Your conveyancer will have received the signed contract from the buyer in readiness for exchange.

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### Contracts Exchanged

All parties agree on a completion date and contracts are formally exchanged. At this point both parties are legally committed to the transaction.

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### Case Completed

Once you have vacated your property on completion day, you must make arrangements to hand over the keys (usually via the estate agent). The buyer's conveyancer will send the proceeds of sale to your conveyancer and they will arrange for the keys to be released to the buyer.

Your conveyancer sends the title deeds and transfer deed to the buyer's conveyancer together with an undertaking to use the proceeds of sale to pay off any existing mortgage. Your Conveyancer then pays the estate agent (if one was used), repays the amount owing to the existing mortgage lender (if applicable) and takes payment for their Conveyancing service costs.

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