



## **Guide to the Conveyancing Process**

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## **Your purchase transaction**

- When we receive the contract documents from the Seller's solicitor, we shall let you have a copy of the Seller's Information Form and Fixtures and Fittings Form so that you can let us know if anything is not as you expected.
- We will not instruct searches (unless you tell us that you wish to move very quickly in the transaction or if there is any other reason for urgency) until you have had the result of your survey.
- Once we have the search results, your mortgage instructions from your lender, and replies to any enquiries that we have raised with the Seller's solicitors, we shall report fully to you on the title, searches, mortgage and the terms of the Contract.
- If you do not have a related sale, we will ask you for the deposit at this stage.
- Once a completion date is agreed, we will exchange contracts on your behalf. If you have a related sale, we will not commit you to the purchase without ensuring that contracts are exchanged on your sale simultaneously.
- After exchange, we prepare the Transfer Deed that will give effect to the change of ownership. We will arrange for you to sign the Mortgage Deed. We will report to your mortgage company and request the mortgage funds in time for completion.
- We will complete the Inland Revenue Stamp Duty Land Tax Return and you will sign it.
- We will ask you for any balance of funds needed for the purchase.
- On completion we pay over the balance of the purchase monies and receive the title documents in exchange. The Seller's solicitors will repay the Seller's mortgage.
- We will pay the Stamp Duty (if any) and apply to register you as the new owner of the property.
- If you are buying the property jointly, we will discuss with you, usually before exchange of contracts, the different categories of joint ownership to make sure you are registered with the correct class of joint ownership for you in your circumstances.

## **Your sale transaction**

- We will obtain your title deeds or the title information from the Land Registry.
- We will ask you to complete some enquiry forms. These forms are designed to provide useful information about the property to the Buyer and will form part of the Contract.
- We will prepare the Contract and send it to the Buyer's solicitor along with title information and your completed forms. We will help you to answer any additional enquiries raised by the Buyer or the Buyer's solicitors.
- The Contract sets out the terms of the agreement between you and the Buyer and includes the property details, the price and any special terms.
- Please advise us as early as possible if you have any special requirements as to completion dates (for example, starting a new job or you have a child starting a new school), so that we can do what we can to achieve that date for you. There are aspects of the transaction that are not under our control and it is not always possible to meet such dates. We also find that some clients put themselves under unnecessary pressure by trying to set unrealistic completion dates and, in our experience, it is best only to begin negotiating completion dates when we advise you that the transaction has reached an appropriate stage.
- On exchange of contracts the completion date is fixed and the Contract becomes binding on both parties.
- The attached checklist sets out the things that you will need to do between exchange of contracts and completion and we hope you will find it of use.
- The deposit paid by the Buyer must stay in our special client account until completion unless it is used as a

deposit in your related purchase, if any.

- Between exchange of contracts and completion, we obtain a redemption figure for your mortgage and arrange for you to sign the Deed that will transfer ownership.
- On completion you must move out of the property.
- We will repay your mortgage and account to you for any balance due or use it towards your related purchase as required.

If you are not buying a new house, please make sure that you let us have a forwarding address.

**Removal Checklist**

<b>Contact</b>	<b>Date Done</b>
Local Authority Council Tax	
Utilities Gas	
Electricity	
Water	
Telephone	
<b>Register with</b>	
Local Doctor	
Dentist	
<b>Notify</b>	
Change of address notification	
Mail redirection via Post Office	
Insurance Policy Holders	
- personal	
- household	
- car	
National Savings Bank	
Bank	
Building Society	
Motoring Organisation	
Private Health Care Private	
Subscriptions (e.g. magazine)	
Driving Licence and Car Registration Document	
TV Licence	
Health Club/Gym	
<b>Other</b>	