

Conveyancing Procedure – The Sale Of A Property

Step 1

We will send out a Sales Instruction Form, Seller's Property Information Form, Fixtures & Fittings and Contents Form for you to complete and return to us. The Sales Instruction Form will ask you to provide details of any mortgages or secured loans on the property, together with details of other occupiers. You will also be asked to provide identification evidence to comply with money laundering requirements. If the property is leasehold we will also require the landlord or managing agent details, together with the details of the service charge and ground rent.

Step 2

Upon receipt of the completed forms and identification evidence, If the property is registered, we apply for an up-to-date copy of the Title from the Land Registry but if the property is unregistered, we will need the original deed bundle.

Step 3

Upon receipt of the copy of the title to the property and/or title deeds, we are then able to draft the Contract and send this to the buyer's solicitors for their approval. At this time, we will also send them a copy of the title and/or copy title deeds, together with the completed Seller's Property Information Form, Fixtures Fittings and Contents Form and all other supporting documents. Such as guarantees, installation certificates, planning permission and Building Regulation approvals. This will then enable the buyer's solicitors to request the searches and check the documents we have sent them. They can then raise any questions that are necessary.

Step 4

We will deal with any queries raised by the buyer's solicitors and request your assistance where necessary.

Step 5

We will arrange for you to sign the Contract and discuss a completion date with you and your buyer's solicitors in readiness for exchange. It is **INADVISABLE** to try and agree completion dates early in the transaction as there are many matters which can hold things up, especially where there is a chain.

Step 6

COMPLETION:

This is the moving day. You should have taken meter readings and notified the service providers that you will be moving on this day. The buyer's solicitors will send us the balance of the purchase price. You are required to vacate the property by 2:00pm on the day of completion and you should leave the keys with the estate agents. You will also need to ensure that the property is completely empty; including the attic and outbuildings.

We will use the sale proceeds to repay any mortgages, pay the estate agents and our own costs. The balance will then be forwarded to you unless you have a related purchase that is also completing on that day.

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