



## Helpful Stuff

### What happens when buying a property

**Buying tip:** fully complete all parts of paperwork, and collate information including utilities and identification to avoid delay. Do you have a date in mind for moving? Consider the process may take 12 to 16 weeks, depending on how complex the transactions are. Trust in your conveyancer, even when it seems like nothing is happening they are working hard in the background on your behalf!

#### Step 1 - instruction

You **ask a solicitor** to act for you to buy or sell a property. **The solicitor** provides their terms and conditions, sends out written confirmation to start the ball rolling and **the buyer** provides details to allow the solicitor to complete the essential identification process.

#### Step 2 – contract pack

**The solicitor** requests a contract from the seller's solicitor including the Title Deeds.

#### Step 3 - enquiries

**The solicitor** carries out the searches, raises any questions on behalf of their client and gets back to the client on any findings. **The solicitor** also awaits a copy of the mortgage offer, and reports on it once it has been received.

#### Step 4 - exchange

Behind the scenes, **the solicitors** act on behalf of the buyer and seller to complete the exchange process. The exchange of contracts happens meaning both **the buyer and seller** are legally committed to buy / sell the property. A completion date is agreed.

#### Step 5 - completion

Legal ownership takes place. **The solicitor** pays the Stamp Duty, and completes the registration on behalf of the buyer. A moving day is agreed – when it is time to get the keys!

Following completion, **the solicitors** deal with the formalities on behalf of the buyer and seller.