

## Sale

We will:

- Send to you the initial sales pack – this will include a fixtures and fittings form and a property information form.
- Obtain a copy of your deeds and send the Contract, along with your completed forms to the Buyer's solicitors.
- Respond to any enquiries raised by the Buyer's solicitors.
- Arrange an appointment to sign the Contract and Transfer in readiness for exchange of contracts and completion.
- Agree a completion date with the Buyer's solicitors.
- Obtain a redemption statement from your mortgage lender to show the amount due to repay your mortgage over the property (if you have one).
- Produce a completion statement showing the net sale proceeds that will be payable to you on completion (if any).
- Exchange contracts. You will now be legally bound to complete the sale on the agreed date.
- Complete the sale. We will receive funds from the buyers solicitors. Keys will then be released to the Buyer.
- Forward payment to your lender to redeem the mortgage and make payment to the estate agents (if applicable). Any net sale proceeds will be paid to you.



## A step by step guide to Conveyancing

## Purchase

We will:

- Send you the initial purchase pack – this will include advice about searches and ownership.
- Receive the contract pack from Sellers solicitors and send you a full and explanatory contract report.
- Raise any enquiries with the Seller's Solicitors.
- Submit your searches and provide you with a search report.
- Send you a copy of the mortgage offer and advise you of any special conditions (if necessary).
- Arrange an appointment to sign the contract and other documents in readiness for exchange of contracts and completion.
- Provide you a completion statement. This will show the amount needed from you to exchange contracts.
- Agree a completion date with the Seller's solicitors.
- Request your mortgage funds from your lender (if necessary).
- Submit the final Land Registry search and Land Charges search.
- Exchange Contracts. You will now be legally bound to complete the purchase on the agreed date.
- Complete the purchase. We will forward purchase monies to the Seller's Solicitors. Once they have received these, you may collect your keys to your new home.
- Pay Stamp Duty to HMRC if payable.
- Register your ownership of your new home at the Land Registry.
- Send you a copy of your deeds once registered.

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