



Brown and Co

SALE

PURCHASE

PRE - EXCHANGE

Instructions to act

Title information ordered from Land Registry

Client returns property information forms

Mortgage redemption statement ordered

Contract pack prepared for Buyer's Conveyancers

Enquiries dealt with and responded to

Report to client with Contract for signature

Contract pack received from Seller's Conveyancers

Searches ordered

Copy documents sent to clients for information

Enquiries raised of Seller's Conveyancers

Mortgage offer received.
Any issues reported to lender

Mortgage forms sent to client for signature

Report to client with Contract for signature
Request Deposit

EXCHANGE

Exchange is a conversation between the Conveyancers in the chain that renders all parties legally bound to a fixed completion date.

Completion dates negotiated

Final mortgage redemption statement ordered

Estate Agents commission account requested

Completion statement prepared

Completion dates negotiated

Mortgage advance requested

Final searches ordered

Completion statement prepared. Client
pays balance required for completion

COMPLETION

Completion is the day that legal title changes hands and everybody "moves"

Completion monies received. Keys released

Mortgage redeemed. Balance sent to client

Transfer Deed sent to Buyer's Conveyancer

Completion money sent to Seller's Conveyancer
Keys released

Stamp Duty paid. Inland Revenue forms submitted

Transfer Deed received and sent to Land Registry

POST
COMPLETION

Registration completed by Land Registry
and a copy of updated title sent to client