

# Buying a property...

## ...the conveyancing process

Tick when complete

## ...useful tips

<b>Stage 1</b>	Consider your budget for buying and mortgage finance.	<input type="checkbox"/>
	Meet with mortgage lenders to discuss available options and finance.	<input type="checkbox"/>

<b>Stage 2</b>	View properties	<input type="checkbox"/>
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<b>Stage 3</b>	Instruct a solicitor and provide them with your ID in readiness for a transaction to begin.	<input type="checkbox"/>
	Ensure you have sufficient funds available for search fees and property survey	<input type="checkbox"/>

<b>Stage 4</b>	Offer made and accepted	<input type="checkbox"/>
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<b>Stage 5</b>	Buyer's solicitors receive contract papers from seller's solicitors and submit searches	<input type="checkbox"/>
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Decide what fixtures and fittings will be included in sale	<input type="checkbox"/>
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<b>Stage 6</b>	Buyer should arrange a survey on the property	<input type="checkbox"/>
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<b>Stage 7</b>	Buyer's solicitors check contract and paperwork supplied by seller's solicitors and prepare enquiries about the property and send them to seller's solicitors	<input type="checkbox"/>
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<b>Stage 8</b>	Buyer's solicitors receive replies to enquiries and ensure they are satisfied with the answers provided	<input type="checkbox"/>
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<b>Stage 9</b>	The Buyer's mortgage offer and search results are received	<input type="checkbox"/>
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Get quotations from removals	<input type="checkbox"/>
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<b>Stage 10</b>	Contract, together with report on the title to the property are sent to the buyer.	<input type="checkbox"/>
	Buyer's signed contract and deposit returned to buyer's solicitors ready for exchange	<input type="checkbox"/>

<b>Stage 11</b>	Dates agreed between the seller and buyer for exchange and completion	<input type="checkbox"/>
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Book removals (if required)	<input type="checkbox"/>
Update or make a Will with your solicitor	<input type="checkbox"/>

<b>Stage 12</b>	<b>EXCHANGE OF CONTRACTS</b>	<input type="checkbox"/>
	Buyer's solicitors give seller's solicitors deposit and all parties are contractually bound to complete on the agreed date.	<input type="checkbox"/>

Book time off work for removal day	<input type="checkbox"/>
Update insurance policies	<input type="checkbox"/>
Organise mail re-direction	<input type="checkbox"/>

<b>Stage 13</b>	Any balance of funds for completion must be forwarded to your solicitor.	<input type="checkbox"/>
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<b>Stage 14</b>	<b>COMPLETION</b>	<input type="checkbox"/>
	Buyer's solicitors send money to seller's solicitors.	<input type="checkbox"/>
	Buyer prepares to move in after lunch	<input type="checkbox"/>
	Seller's solicitors receive purchase monies and keys may be released to the buyer, usually via the Estate Agents	<input type="checkbox"/>

Take meter readings when move in to property	<input type="checkbox"/>
Change your address (if required)	<input type="checkbox"/>