Selling a property…the conveyancing process

Foot Anstey SOLICITORS

Tick when complete

Stage 1	Action Home Information Pack (HIP) through solicitor/HIP provider	☐
Stage 2	Market your property with an Estate Agent	☐
Stage 3	Instruct a solicitor and provide them with your ID in readiness for a transaction to begin	☐
Stage 4	Offer accepted	☐
Stage 5	Seller's solicitors issue contract papers to Buyer's solicitors	☐
Stage 6	Buyer will have a survey on the property	☐
Stage 7	Seller's solicitors receive enquiries about the property from Buyer's solicitors	☐
Stage 8	Seller's solicitors consult sellers and provide buyer's solicitors with replies to their enquiries	☐
Stage 9	The buyer's mortgage offer and search results are received	☐
Stage 10	Contract is sent to the seller to sign and return in readiness for exchange.	☐
Stage 11	Dates are agreed between the seller and buyer for exchange and completion	☐
Stage 12	EXCHANGE OF CONTRACTS Seller's solicitors receive deposit and all parties are contractually bound to complete on the agreed date.	☐
Stage 13	Redemption figures for any mortgages obtained to be repaid on completion Transfer document sent to the seller for signing	☐
Stage 14	COMPLETION Buyer's solicitors send money to Seller's solicitors. Seller prepares to vacate their property by lunchtime. Seller's solicitors receive purchase monies and keys may be released to the Buyer, usually, via the Estate Agents.	☐