

# Selling a property...

## ...the conveyancing process

Tick when complete

## ...useful tips

**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

Locate any consents, certificates and guarantees for work carried out to the property

**Stage 6** Buyer to have a survey on the property

**Stage 7** Seller's solicitors receive enquiries on 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

Get quotations from removals

**Stage 10** Contract is sent to the seller to sign and return in readiness for exchange.

**Stage 11** Dates agreed between the seller and buyer for exchange and completion

Book removals   
Update or make a Will with your solicitor

**Stage 12** **EXCHANGE OF CONTRACTS**  
Seller's solicitors receive deposit and all parties are contractually bound to complete on the agreed date.

Book time off work for removal day   
Update insurance policies   
Organise mail re-direction

**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

Leave instruction booklets for equipment included in sale   
Take meter readings before vacating property   
Change your address