

A sellers guide to the conveyancing process.



Selling can be much easier than buying a property, but again you can follow our stepping stone guide through the process. The **green stones** are things for you to do and the **blue stones** are things your conveyancer will do on your behalf.

If you are buying and selling at the same time, it will be necessary to make sure everyone in the chain is ready before you can move and again your conveyancer will help coordinate this..

Instruct Martin Tolhurst Solicitors New Business Team and make payment on account to open file.

1

2

Your Conveyancer will send the client care letter with the property information forms.

3

Complete and return the property information form and fixtures form with signed terms of business and your ID asap.

4

Your conveyancer will submit a draft contract and full pack to the buyers' solicitors.

5

Your conveyancer will ask for your comments on any enquiries raised by the buyer and then reply to their solicitors.

6

Sign the contract and return it to your conveyancer.

7

Agree a completion date with your conveyancer.

After the exchange of contracts, on your instructions the completion and moving date is now set. This is the stage you are committed to selling your property.

8

9

Completion. Your conveyancer will redeem any mortgage(s) that you have and the agents commission for you.

