

1. The Buyer makes an offer and once negotiated you accept their offer.
2. You the Seller must Instruct a solicitor/conveyancer (conveyancer) and inform your estate agent of their details to enable them to prepare a Memorandum of Sale to be sent to all relevant parties.
3. Your conveyancer will confirm instructions by letter setting out the terms of business and their fixed fee costs
4. Your conveyancer will carry out proof of identity checks and will send out a fittings and contents form and property information form for completion. If the property is leasehold, additional information will be required.
5. You as the Seller will need to complete the fixtures and fittings form and property information form and send it back to your conveyancer.
6. Your conveyancer obtains title deeds from the holder or official copies of the title register and any other documents required by The Land Registry along with details of the amount outstanding on any existing mortgage.
7. Your conveyancer prepares the draft contract and supporting contract documentation and sends it to the buyer's conveyancer.
8. Buyers conveyancer checks the contract and supporting contract documentation and raises pre-contract enquiries with your conveyancer.
9. You and your conveyancer will answer pre-contract enquiries.
10. Buyers conveyancer confirms they have acceptable results from their searches, are happy with the answers to pre-contract enquiries and are in receipt of a mortgage offer (if any)
11. You and the buyer agree on a completion date and contracts are formally exchanged meaning both parties are legally committed to the transaction.
12. Your conveyancer will obtain a settlement figure to repay the outstanding amount on any existing mortgage, if applicable.
13. Buyers conveyancer drafts a transfer deed and sends it to your conveyancer.
14. Your conveyancer checks the transfer deed and will send it to you for signature in readiness for completion.
15. On completion you must vacate the property at a time to be agreed and must hand over the keys, which is usually through the estate agent.
16. Buyers conveyancer will send the proceeds of sale to your conveyancer and will arrange for the keys to be released to the buyer.
17. Your conveyancer sends the title deeds and transfer deed to the buyer's conveyancer together with an undertaking to use the proceeds of sale to discharge any existing mortgage.
18. Your conveyancer then pays the estate agent (if one was used), repays the amount owing to the existing mortgage lender (if applicable) and takes payment for their conveyancing service costs.

THE SELLING PROCESS

19. Once all the payments have been made, all the remaining money from the sale will be transferred to the seller, usually by bank transfer on the day of completion.