

Step by Step Guide to the Conveyancing Process

Sale

Offer

Exchange

Completion



Are you selling your property?

This guide will give you an idea as to what to expect from the conveyancing process, stage by stage.

Before you place your property on the market you will need to get an Energy Performance Certificate. **PM Law** can provide one of these for you.

Contact **PM Law** for a 'no hidden extras' estimate on your legal fees

To save time later we will ask you to complete Property Information forms and fixtures and contents forms.

We will request the title deed and, if a leasehold property, details from the managing agent. We can carry out a pre-sale health check if you ask us to - this will speed up your sale!

You accept a suitable offer on your property

We will send the contract package to the buyer's solicitor, usually by post and email.

If the buyer's solicitor raises any additional queries, we will investigate and respond accordingly.

N.B the sale is only legally binding once the contracts have been exchanged

As the seller you will sign a copy of the contract and transfer deed in readiness for exchange.

A Completion date is agreed between the two parties

We will check you are happy to proceed and then exchange contracts with the buyer's solicitors.

You vacate the property and pass the keys to the estate agent. Don't forget to read the meters before you leave.

Once monies are received from the buyer we will arrange for any mortgage or finance secured against the property to be discharged, and pay the estate agent, before transferring the balance to you or using it for your onward purchase.

For more details contact

PM Law Limited, PM House, 250 Shepcote Lane, Sheffield, S9 1TP

Tel: 0114 249 6926 email: conveyancing@pm-law.co.uk

Or visit www.pm-law.co.uk

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Step by Step Guide to the Conveyancing Process



Are you thinking of buying a property?

This guide will give you an idea as to what to expect from the conveyancing process, stage by stage.

Purchase

Before making an offer on a property, it is advised that you get a mortgage offer agreed in principle so you know your budget and can be considered a serious buyer.

Contact **PM Law** for a 'no hidden extras' estimate on your legal fees

Offer

Once you've had an offer accepted

We will request the contract package and when it arrives, carry out our investigations and submit any necessary searches on the property. We will provide you with a full property report outlining everything you need to know about our investigations.

Any enquiries will be made directly with the seller's solicitors and we will advise of any issues or conditions relating to the property that you are buying.

(N.B. the purchase is only legally binding once the contracts have been exchanged).

You will be asked to sign the contract, transfer and any mortgage deed and arrange for your deposit monies to be transferred to us in readiness for exchange.

Exchange

Make sure you have buildings insurance for the property you are buying in place from the date of exchange.

We will check you are happy to proceed and will then exchange the contracts with the seller's solicitor and transfer the deposit monies to them on your behalf.

We will arrange for the mortgage money to come to us and request any balance monies at this time. We always request these in good time in order to avoid delays on completion.

Completion

The balance of the purchase price is transferred to the seller's solicitor and we will ring you to let you know that all is completed and you can collect the keys.

Following completion we pay any stamp duty payable on your behalf and register your new ownership with H.M. Land Registry.

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