

DEAN CONVEYANCING

BUYERS GUIDE TO THE CONVEYANCING PROCESS

Step 1 Ask the person or company who is marketing the property to provide you with the **Home Information Pack**. If you are not sure of its content ask **Dean Conveyancing** to look at the pack and provide a brief appraisal of its content.

Step 2 Apply for your **Mortgage** (if required)

Your offer to buy a new home has been accepted What do you do & what happens next?

Step 3 Appoint **Dean Conveyancing** to act on your behalf.

Step 4 We receive a **draft contract**, plan and information about the property and examine these and raise any necessary enquiries with the Seller's solicitors.

Step 5 We carry out the relevant **searches** against the property.

Step 6 Once we have received satisfactory replies to our enquiries, results of searches and **mortgage instructions** (if applicable) we will report to you about the property, search results and your mortgage. This will either be by way of a written **report on purchase** or we may ask you to attend these offices. **Signing Documents** – we may need to see you if you are taking a mortgage to assist with your purchase.

Step 7 We will ask you to let us have a **10% deposit** for the purchase of your new home or lesser amount if agreed with your seller's conveyancer. *(If you have a related sale we will use the deposit received from your buyers)*

EXCHANGE of CONTRACTS

Step 8 We **exchange** your signed contract with the Seller's conveyancer and it is at this stage that you will be legally committed to buying the property on the agreed completion date.

Step 9 We carry out further searches against the property and will ask you to settle our account five working days prior to completion.

COMPLETION

Step 10 Your lender transfers the **mortgage advance** (if you are having a mortgage) to us and we then transfer the balance of the purchase price to the seller's conveyancer. The property will belong to you once payment is received by the seller's conveyancer. You can then **collect the keys** from the Estate Agents.

For more information and an estimate of our conveyancing charges please contact us at:

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