

## **STEPS IN CONVEYANCING TRANSACTION – SALE**

1. Obtain client's instructions and payment of monies on account of professional fees and disbursements.
2. Obtain Title Deeds and prepare contract and replies to standard enquiries.
3. Send contract, replies to enquiries and HIP to Purchaser's solicitors.
4. Deal with any additional enquiries which may be raised.
5. When Purchaser's solicitors are ready to exchange contracts, obtain instructions on completion date, ie date client will leave the property and get client to sign contract or give authority for us to do so.
6. Exchange contracts and advise client.
7. Obtain details as to amount required to redeem mortgage, if any.
8. Prepare Completion Statement.
9. On day of completion, following receipt of the purchase monies, repay mortgage if any, pay estate agents and our fees and send balance of monies to the client.