

## CONCISE GUIDE TO SELLING OR BUYING A HOUSE

Stage 1 - Sale Agreed	Stage 2 - Exchange of Contracts	Stage 3 -Completion
<p>Seller's Solicitor</p> <ul style="list-style-type: none"> <li>• Applies for your title deeds and asks you to fill in enquiry forms</li> <li>• Prepares a contract and sends this out with a legal information pack</li> <li>• Answers any additional enquiries buyer's solicitor may have</li> <li>• Negotiates the moving (completion) dates</li> </ul>	<p>Seller's Solicitor</p> <ul style="list-style-type: none"> <li>• Receives the buyer's deposit</li> <li>• Obtains a settlement figure for your mortgage</li> <li>• Approves the transfer deed and arranges for you to sign it</li> </ul>	<p>Seller's Solicitor</p> <ul style="list-style-type: none"> <li>• Receives balance of purchase price</li> <li>• Pays off the mortgage</li> <li>• Hands over the deeds</li> <li>• Sends you the balance or uses this towards purchase (if any)</li> </ul>
<p>Buyer's solicitor</p> <ul style="list-style-type: none"> <li>• Asks you for money on account of expenses</li> <li>• Receives contract and other papers from seller's solicitor and asks additional enquiries</li> <li>• Carries out local authority search</li> <li>• Receives mortgage offer</li> <li>• Reports to you with contact for signature and requests deposit (or uses deposit from sale - if any)</li> </ul>	<p>Buyer's Solicitor</p> <ul style="list-style-type: none"> <li>• Sends contract and deposit to seller's solicitor</li> <li>• Prepares transfer and mortgage deed and sends them to you to sign</li> <li>• Arranges final searches</li> <li>• Prepares final accounts and requests any monies required from you</li> </ul>	<p>Buyer's Solicitor</p> <ul style="list-style-type: none"> <li>• Sends balance to seller's solicitor and collects deeds</li> <li>• Pays stamp duty (if any)</li> <li>• Registers purchase at Land Registry</li> <li>• Sends deeds to Bank or Building Society (if any)</li> </ul>