At Thomson Snell & Passmore, we understand that buying a new home can be a confusing and sometimes stressful process. Our Residential Property & Conveyancing experts have put together the below to help de-mystify the conveyancing journey. **Pre-contract procedures** Buyer Seller Take instructions ✓ **Confirm identity** ✓ Check for conflict of interests ✓ Confirm instructions/client care letter $\ensuremath{\bigtriangledown}$ Examine pre-contract package Submit searches Check title Raise enquiries Prepare pre-contract package Return approved draft contract ✓ Send pre-contract package to buyer's solicitor Ensure buyer's mortgage/finance is in place Answer any additional enquiries raised by buyer Check lender's instructions Report to buyer on pre-contract investigations Get contract signed by client Get buyer to sign contract and provide deposit Exchange contracts ✓ Check insurance is in place Send signed contract and deposit to seller **Exchange of contracts Exchange contracts** \checkmark **Pre-completion procedures** Raise requisitions on title Send draft transfer Answer requisitions Get transfer and mortgage deed signed Approve draft transfer ✓ Send signed transfer to seller Obtain redemption statement from Make pre-completion searches Send completion statement Report on title to lender and request mortgage Obtain seller's signature to transfer Prepare financial statement and bill to send to Prepare undertaking of seller's mortgage Obtain completion monies **Completion Complete** \checkmark Inform client of completion **Post completion** Check file for outstanding queries Transfer costs to client account Close file 📈 Pay SDLT Redeem mortgage ☑ Discharge seller from undertaking Bill client Deal with registration of title Pay estate agent's fee Deal with safe custody of original documents