



# Buying or selling a home?

When you need a reliable residential property lawyer choosing the right conveyancing solicitor for your house purchase or sale can mean the difference between a smooth, efficient experience, or a stressful, time-consuming one and it's important you get it right.

Our professional, experienced and qualified conveyancing team can help make your move, whether you are buying, selling or remortgaging, our expert team has the local conveyancing knowledge and high standards to ensure to ensure your property transaction goes through smoothly.

Choosing the wrong solicitor could add hundreds of pounds to your bill, slow things down - or even derail the whole buying and selling process.

Pearson Solicitors' offers a wealth of legal expertise whether you are:

- Selling a home
- Buying a home
- Re-mortgaging
- Matrimonial transfers/ transfer of equity
- Registering for the first time
- Purchasing your freehold
- Buy to let
- Buying property at auction

From offer through to completion, we aim to minimise the pressure by taking care of every single legal detail, liaising efficiently with all the parties and keeping you informed every step of the way.

The service includes a free clear estimate by telephone, email or post.

This guide describes fully the procedures and steps to help you understand the conveyancing process and the legal implications involved.

Contact our conveyancing team today for a free estimate.

For your added peace of mind, Pearson Solicitors is an accredited member of the Law Society's Conveyancing Quality Scheme (CQS)

## 0161 785 3500

## PEARSON

SOLICITORS AND FINANCIAL ADVISERS



## Step by step guide to a smooth move

### Your Conveyancing Solicitor

1. Send out Terms of Business & Request Search Fees.
2. Request Contract Pack from Solicitor dealing with the sale.
3. Carry out Local Authority and Environmental searches, Drainage and Water investigations. Raise enquiries with the sellers solicitors.
4. Review and report to client (you) the contents of the property.  
Receive copy of mortgage offer.  
Prepare a Completion Statement.  
Go through Contract and Mortgage offer with client (you).  
Negotiate a Completion Date.
5. Contact sellers Solicitor informing them you are ready to proceed.  
Formally request mortgage funds from the lender.  
Exchange contracts with your seller's Conveyancing Solicitor.
6. Put in hand final searches and prepare for legal completion.
7. After completion deal with Government Departments of the Inland Revenue, HM Land registry to register change of ownership.  
Serve notice on landlord/managing agent.
8. Receive completion of Registration and confirm completion to client and mortgage lender.
9. Follow up and check with client that they are happy with your services

### You the buyer

1. Have a mortgage application or finances in place. Place an offer on a property.
2. Instruct a solicitor, return Terms of Business and pay for Search Fees. Provide a copy of the valuation.
3. Receive a full report  
Negotiate a completion date, sign the contract and transfer and mortgage deed.
4. Arrange building insurance. Transfer your deposit to Pearson's as cleared funds and be ready for exchange.
5. Look forward to moving in your new home.
6. Move in.  
Contact the utility providers and local authority about the change of owner details.



**PEARSON**  
SOLICITORS AND FINANCIAL ADVISERS

## Step by step guide to a smooth move

### Your Conveyancing Solicitor

1. Send out Terms of Business, House Sale Questionnaire, Property Information Form & Fixtures Fittings and Contents form.
2. Obtain your Title Deeds from you or your mortgage lender and get a redemption statement for information purposes.
3. Prepare draft contract.
4. Compile Contract Pack and send to buyers solicitor, together with the property information forms.
5. Answer questions from buyer's Solicitor about the Contract Pack. Chase mortgage confirmation.
6. Receive acknowledgement from your buyers solicitors that all are happy to proceed.
7. Invite you to sign the Contract and obtain a redemption statement from your lender. Discuss completion date.
8. Exchange contracts with your buyer's solicitor and hold the deposit.

### Stage 2

1. Receive from your buyers Solicitor full payment for the purchase. Send Title Deeds to buyers Solicitor. Pay your legal fees, estate agents and redemption settlement owed to current mortgage lender. Obtain any indemnity policies.
2. Forward money left to you if applicable.

### You the seller

1. Instruct your solicitor and return signed terms of business and pay fees on account
2. Fill out the forms and return to Pearson Solicitors with ID, building work guarantees, planning permissions or building consents granted
3. Answer the Solicitor's questions fully and provide input on the completion date
4. Check the Contract and transfer and sign if you are happy
5. You have now exchanged and are legally committed to the sale

### Stage 2

1. Vacate your property and organise to hand over the keys to the new owners via the Estate Agents.
2. You have now completed.



**PEARSON**  
SOLICITORS AND FINANCIAL ADVISERS