

1) Instructing Solicitors

The first stage once you receive an offer on your property will be to instruct a solicitor to deal with the conveyancing process. Once instructed your solicitor will provide you with their initial documentation which will need to be completed and sent back. Your solicitor will not be able to begin work on the file until their documentation has been returned.

Your solicitor will be able to provide further details once instructed but in general these documents will be: -

- Proof of Identity - a passport or driving licence, together with proof of address, such as a bank or utility statement
- Terms of Business
- Sale Information Form
- Fittings and Contents Form (TA10)
- Property Information Form (TA6)
- Any documents / certificates you hold for the property.
- Leasehold or shared freehold documents.

Once your solicitor has received the documents and payment on account of costs, they will be fully instructed.

2) Contract, Deeds & Mortgage

Once fully instructed your solicitor will draw up the contract pack to send to the buyers' solicitors.

To do so Office Copies will be obtained from the Land Registry (if the property is registered). If unregistered, your solicitor will require the original title deeds from you to form part of the contract pack.

If there is a mortgage on the property, your solicitor will request an initial redemption statement from your lender at this stage.

3) Enquiries

The buyers' solicitors will review the contract pack and raise any enquires they wish to raise on the title. The buyer may have searches, or a survey carried out which could result additional enquiries to be raised. Your solicitor, with your assistance will then respond to the buyers' solicitors' enquiries.

4) Exchange of Contracts

Once all enquiries are satisfied you will be asked to sign the approved Contract and Transfer deed. Once a completion date is agreed the signed contracts will then be exchanged. Once exchanged, the contract is legally binding and both parties are legally tied into the transaction.

5) Completion

On the day of completion monies will be sent by the buyers' solicitors to your solicitor. Upon receipt of the same, your solicitor will contact you to inform you completion has taken place. Your solicitor will release the keys with the estate agents to ensure they change hands smoothly.

Your solicitor will settle estate agents' fees, mortgage redemptions and any other associated costs of sale and the net proceeds of sale will be sent to your nominated account.

Why use LDJ Solicitors?

We have a team of highly skilled, qualified solicitors who are on hand to provide you with expert advice. We are organised and prepared to handle your sale in a timely manner whilst maintaining a keen eye for detail.

Please contact our conveyancing department using the details below for more information.

Offices:

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