

THE HAYWARDS “TEN STEP” CONVEYANCING GUIDE
to the essential stages in buying or selling your home*

BUYING

Agree a price for your new home with the seller (usually through their estate agent).

Provide **Haywards** with details of your new home identification documentation and money on account in respect of searches

Make application to your bank or building society for a mortgage and pay them the valuation fee. Consider having your own survey carried out.

Haywards will receive the draft contract papers and property information forms from the seller’s conveyancers and will make all necessary searches and additional enquiries regarding your new home.

When you have received your mortgage offer and **Haywards** have obtained replies to all enquiries and searches, **Haywards** will provide you with a full report on the legal title to your new home and obtain your signature to the contract in readiness to exchange. A date to complete your purchase (and associated sale if applicable) will be agreed with all parties in the chain. You must have the deposit money available to pay to the seller.

When all parties in the chain are ready to exchange contracts, **Haywards** will effect exchange on your behalf and the date for completion will be fixed and **Haywards** will pay your deposit monies to the seller’s conveyancers. At this point in time all parties will first become legally bound to complete the transaction.

Haywards will prepare all the legal documentation for you to sign in order to complete your purchase and go through these with you. **Haywards** will also carry out all the final searches and provide you with a statement of account detailing the balance of the money required from you (if any) to complete your purchase.

You sign the legal documentation and pay **Haywards** the balance required to complete your purchase. **Haywards** arrange to obtain the mortgage money from your bank or building society.

On the day fixed for completion of your purchase, **Haywards** will pay the purchase money to the seller’s conveyancers and complete the legal requirements to enable you to become the proprietor of your new home.

Following completion, **Haywards** deal with the payment of the stamp duty and tax (if any), the registration of your title at H.M. Land Registry and the delivery of the deeds to your bank or building society.

Because of the many factors involved in each conveyancing transaction it is never possible to give an exact timescale for every conveyancing job. An approximate timescale for you to work to is that it can take between 2 to 6 weeks to reach exchange of contracts and then between 2 to 4 weeks to complete the transaction. *The Guide assumes you will have a mortgage.

SELLING

Instruct **Haywards** to prepare an **EPC** and once this has been requested by **Haywards** put your house on the market for sale (usually through an estate agent).

Whilst your home is on the market, **Haywards** will obtain your title deeds, and find out the current amount needed to discharge your mortgage. You will provide your identification documentation to **Haywards**. **Haywards** will also prepare a draft contract and obtain your answers to property information forms regarding your home which are subsequently supplied to the buyer.

When a buyer is found the estate agents will circularise all parties and **Haywards** will send a draft contract and the property information forms to the buyer’s conveyancers.

The buyer’s conveyancers will raise any additional enquiries they consider necessary on the documentation and **Haywards** will obtain your replies to those enquiries.

The Buyer’s conveyancers will approve the draft contract. **Haywards** will obtain your signature to it and a date for the completion of your sale (and associated purchase if applicable) will be agreed between all parties.

Haywards receive and approve the legal documentation transferring ownership of your home to the buyer and a final requisition questionnaire will be completed by **Haywards** for you and **Haywards** inform the buyer’s conveyancers of the exact amount to be paid to you on completion of the sale.

Haywards obtain your signature to the legal documentation and obtain a final figure from your bank or building society of the exact amount required to discharge your mortgage on the day of completion. **Haywards** provide you with a statement of account showing the amount you will receive following completion.

On the day of completion **Haywards** deal with all the legal formalities of transferring ownership of the property to the buyer.

In addition to dealing with the transfer of ownership, **Haywards** will also deal with the discharge of your mortgage, the payment of the estate agents commission and will account to you with any balance or utilise that balance in connection with the purchase of your new property (if applicable).