The Conveyancing Process. Solicitor sends engagement letter The seller's to include protocol The seller's solicitor solicitor will forms such as fittings will send contract repay any and contents form documentation to existing mortgage, their client for pay the estate After taking signature & also agents & On the day of obtain an up-to-date instructions forward the completion, as soon redemption figure from their remaining balance as the seller's solicitor for any current client, the to their client Upon return of receives the funds. mortgages seller's solicitor completed protocol they will telephone will respond forms, seller's solicitor the estate agent and to the issues draft contract authorise them to enquiries raised and supporting release the keys to documentation to buyer's the buyer solicitor for approval Solicitors exchange Suggested Contracts documentation dates will be Estate will be The seller's solicitor discussed for Agent Instruct exchanged and will send any exchange of releases solicitors a completion original title contracts keys date fixed documents and & completion quarantees to The buyer's the buyer's solicitor solicitor will draft Buyer's solicitor will On the day of the transfer The buyer's approve/amend the draft deed and send to completion the $\mathbf{\alpha}$ solicitor will The buyer's contract and raise any the seller's buyer's solicitor request any solicitor will pay necessary enquiries regarding solicitor will send the mortgage advance any stamp duty the Title. Searches will also for approval purchase balance together with the land tax due be submitted by the buyer's to the seller's remaining balance solicitor at this stage solicitor from their client The buyer's solicitor will send a report on purchase The buyer's to their client together with The Land Registry contract documentation will return updated solicitor will title information make an for signature documents to the application to the Land Registry buyer's solicitor, Around this time, the buyer's m which they will in turn to transfer Solicitor sends solicitor should be in receipt of forward on to their ownership of engagement letter their client's mortgage offer client together with the property any other paperwork into their relating to the property client's name PLEASE NOTE: This is a general guide to a straight forward freehold transaction. Some transactions such as leasehold will have additional or different steps