From first offer to getting the keys, step by step.

Buying or selling a home is one of life's bigger moments. The legal side has a lot of moving parts, so we've laid them out here in order.

We'll keep you updated at each stage.

Ansons Law

www.ansons.law

Buyer

1. **Negotiate Purchase**
2. **Instruct Solicitor** – ID, Proof of address & Payment on account
3. **Order Searches** – Local Authority & any others
4. **Review Contract & Raise Enquiries** – Initial Report + fittings list
5. **Title Approved** – Replies & searches checked
6. **Mortgage Offer** – Any special conditions dealt with
7. **Sign and Pay Deposit**
8. **Agree Completion date and request funds** – Chain is checked - ready to exchange?
9. **Confirmation of mortgage funds release** – final searches received
10. **Funds received and we're ready to complete**

Shared Step
EXCHANGE OF CONTRACTS
Legally Binding

Completion
THE KEYS ARE YOURS / YOU'VE SOLD!

Print out and check off as you progress!

Seller

1. **Negotiate Sale**
2. **Instruct Solicitor** – ID, Proof of address & Payment on account
3. **Property Questionnaire** – + Fixtures & Fittings
4. **Download Deeds** – From Land Registry
5. **Send Contract Pack to Buyer**
6. **Reply to Enquiries**
7. **Sign Contract and Transfer Deed**
8. **Chase Buyer for Exchange** – agree completion date
9. **Redemption Figure Received** – From your lender
10. **Property cleared** – meters read and keys available

Useful Numbers Cannock 01543 466 660 Dudley 0121 550 0010 Lichfield 01543 263 456 Sutton Coldfield 0121 716 3716