

START

Request a fee estimate for our **fixed costs** and instruct us to act on your behalf

Pass our details on to the estate agent to issue the **Memorandum of Sale**

Complete our onboarding process – including **ID and funding checks**

We receive our solicitor's copy of your **mortgage offer**

We receive **contract papers** from the seller's conveyancer

We order **searches** on your behalf and **review the contract papers**

Once search results are in and we are satisfied with replies to enquiries, we prepare your **property report**

You may arrange for a **private survey** to be carried out

Property report and contract are sent to you to review and sign

You transfer any **balance** to complete

Contracts are **exchanged** – the completion date is now **fixed!**

You transfer your **deposit funds** to us and we order mortgage funds

We prepare for exchange of contracts – this includes all **pre-exchange title and funding checks!**

Completion day! We transfer the funds to the seller's solicitors and keys are then released to you

You settle in to your new home whilst we register your **ownership** (and your mortgage) at **HM Land Registry**

FINISH