

GLAISYERS

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GLOBAL



BUYING OR SELLING A HOME?

YOUR GUIDE TO THE CONVEYANCING PROCESS



**Our team delivers
outstanding service
that you won't find
anywhere else.**

Our Service

We understand that buying or selling your home can be a very stressful time. Our team provides the highest quality service in all areas of residential conveyancing. Our aim is to take the anxiety out of the conveyancing process by offering you our extensive experience and the best possible service.

We represent the majority of all major lending institutions and comply with the Council for Mortgage Lenders Handbooks for England and Wales. We've also been awarded membership of The Law Society's Mark of Excellence, the Conveyancing Quality Scheme for residential conveyancing in England and Wales.

Our commitment to you is to provide you with peace of mind during this stressful time. You will work directly with our team who will guide you through every step of the process. Unlike other firms, you won't be passed from person to person when you're trying to reach our team. To limit inconvenience, all documentation can be dealt with by post and email.

Our team delivers outstanding service that you won't find anywhere else.

Don't have the time to sit and research the steps of buying a house, but have questions?

Tom Simpson, Head of Conveyancing, discusses the process of buying a home in the firm's podcast, *On the Record - A Guide to English Law*. Follow the QR code to listen.



Selling Your Home

Instruct your conveyancer

1

You will complete the relevant forms and return them to your conveyancer as soon as possible

3

Your conveyancer will deal with any enquiries raised by your buyer

5

Sign the contract, transfer deed and any other relevant paperwork, and return it to your conveyancer

7

Completion Day!
Time to hand over the keys and move!

9

2

Your conveyancer will send you a client care letter with the property information forms and other relevant documents

4

Your conveyancer will prepare and submit a contract pack to the buyer's conveyancer

6

Agree a completion date with the parties in your chain

8

Your conveyancer will exchange contracts. This is the stage you are committed to selling your property



Buying Your Home

Instruct your conveyancer

1

Your conveyancer will request a contract pack from your seller's solicitor and request the searches

3

Your conveyancer will raise enquiries and report to you once they have received and reviewed the contract, the searches and mortgage offer (if applicable)

5

Agree a date for completion with the parties in your chain

7

Completion Day!
Time to collect the keys and move into your new home

9

2

Confirm instruction to your conveyancer and pay search fees

4

You need to ensure funding is in place and if required a mortgage is applied for

6

Sign your contract, transfer deed, mortgage deed and pay deposit to your conveyancer

8

The conveyancer will exchange contracts. You are now committed to purchasing the property and responsible for insuring the property

Steps for you to take and things for you to do

Steps we take care of for you



Manchester Office:

One St. James's Square,
Manchester
M2 6DN

T: 0161 832 4666



London Office:

Pinnars Hall
103-105 Broad Street
London, EC2N 1ER

T: 0207 842 8000

hello@glaisyers.com

www.glaisyers.com

Tom Simpson
Head of Conveyancing

Tel: 0161 833 6994

Email: tom.simpson@glaisyers.com

