TMJ Legal Services Conveyancing Process Flowchart



Buying

Provide **TMJ Legal Services** with details of your new home by completing our questionnaire; provide identification documentation; confirmation of instructions and money on account in respect of searches

TMJ Legal Services will receive information on the title of the property, the draft contract papers and property information forms from the seller's conveyancers. We will send the title documents and property information forms to you for review and will make all necessary searches and additional enquiries regarding your new home.

When you have received your mortgage offer and TMJ Legal Services have obtained replies to all enquiries and searches, TMJ Legal Services 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.

TMJ Legal Services will prepare all the legal documentation for you to sign in order to complete your purchase and go through these with you. TMJ Legal Services 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.

Selling

When a buyer is found the estate agents will circularise all parties and upon receipt of your completed questionnaire, confirmation of instructions and money on account, **TMJ Legal Services** 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 **TMJ Legal Services** will obtain your replies to those enquiries.

The Buyer's conveyancers will approve the draft contract. **TMJ Legal Services** 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.

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

TMJ Legal Services 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.
TMJ Legal Services provide you with a statement of account showing the amount you will receive following completion.

When all parties in the chain are ready to exchange contracts, **TMJ Legal Services** will affect exchange on your behalf and the date for completion will be fixed and **TMJ Legal Services** 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. Please note there are usually seven days between exchange and completion.

TMJ Legal Services arrange to obtain the mortgage money from your bank or building society.

On the day fixed for completion of your purchase, **TMJ Legal Services** 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, **TMJ Legal Services** 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.

You should make arrangements with your removal firm, to have your gas and electricity meters read, and your telephone, TV and broadband services transferred on the day of completion. You should also deal with Council tax, water and sewerage rates.

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

In addition to dealing with the transfer of ownership, **TMJ Legal Services** 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).