

A SAMPLE PROCESS DESCRIPTION

RESIDENTIAL CONVEYANCING:

e.g. Buying/Selling A Home

So let me tell you a little bit about the process of how we help...

What happens is we send you some paperwork to fill out (just simple information about the properties involved).

Once we get this back we help make sure that all the correct checks on the property are done ensuring that nothing unexpected, that could impact your enjoyment of the property at a later stage, is likely to pop up.

We will guide you through the process of exchanging contracts with the other people in the chain and help to make sure that all the processes are lined up so that on the agreed date of completion (when you get the keys) the only thing you'll need to worry about is... where are you going to put the sofa?!

If they ask about timescales?

If everything goes smoothly, the timescale for this can take approximately 6-8 weeks but can I ask... is there a particular timeframe that you have in mind?

[Find out answer]

I'm really pleased you have told us about that. Whilst we can't make any cast iron guarantees, now we know that this is the aim we can do everything possible to give you the best chance of being in by then. Is that the sort of help and support that you are looking for?