

# CONVEYANCING CHECK-LIST: STEPS TO BE TAKEN FOR THE SELLER

Seller's full names:

Buyer's full names:

Property:

Completion date:

Agents:

Deposit payable to:

Registered or unregistered title:

	£
Sale price	
Deposit	_____
Balance:	<b>_____</b>

## BEFORE EXCHANGE OF CONTRACTS

1. Advise client not to sign anything without our advice.
2. Obtain title deeds/official copies of the registered title.
3. Advise client about:
  - (1) capital gains tax;
  - (2) development land tax.
4. Search:
  - (1) Land Registry index map (if title is not registered);
  - (2) local land charges register, if selling development land, to ascertain whether land in Disposal Notification Area.
5. Obtain copies of agents' particulars.
6. Send agents' particulars to client to see if he agrees with them.
7. If registered land, apply for official copies of the register and official plan.
8. In the case of a commonhold unit:
  - (1) give the requisite notice requiring the commonhold association to provide a commonhold unit information certificate for forwarding to the buyer's solicitors;
  - (2) where the transaction is an assignment of a tenancy in a commonhold unit, complete the Notice to a prospective assignee.
9. Draft the contract, or conditions of sale if sale by auction.
10. Ensure that enclosures with draft contract do not disclose the previous purchase price.
11. Send to buyer's solicitors:
  - (1) draft contract;
  - (2) official copies of title;
  - (3) copies of restrictive covenants;
  - (4) planning consents;
  - (5) building regulations approval.
  - (6) in the case of leasehold property, copies of the lease and related documentation;
  - (7) in the case of commonhold property, copies of all relevant commonhold documentation.
12. Tell buyer's solicitors the address to which to send searches if they are not local solicitors.
13. Upon receipt of buyer's preliminary enquiries, send appropriate enquiries to client.
14. Answer buyer's preliminary enquiries.
15. Check that deposit has been paid.
16. Engross contract.
17. Send contract to seller for signature.
18. Exchange contracts. (Tell buyer's solicitors when ready to exchange and wait for their part to arrive.)

## AFTER EXCHANGE OF CONTRACTS

19. Note date of completion in diary.
20. Inform client of exchange of contracts.
21. Inform agents of exchange of contracts.
22. If the land is unregistered, prepare the abstract of title and send to buyer's solicitors.
23. (1) Give notice of repayment of mortgage(s) to mortgagee(s).  
(2) Ask for redemption figure(s).

24. Obtain apportioned accounts for:
  - (1) general rates;
  - (2) water rates;
  - (3) drainage authority rates;
  - (4) ground rent;
  - (5) maintenance charges.
25. Where a business is being sold, give consideration to discharge of members of staff not being taken over by buyer.
26. In case of leasehold premises apply for a licence to assign.
27. Prepare a schedule of documents to be handed over on completion.
28. Answer requisitions.
29. (1) Approve draft conveyance or draft transfer.  
(2) Remind buyer's solicitor to have plan signed by buyer when he executes conveyance or transfer.
30. Where the land is unregistered and the buyer is entering into restrictive covenants in the conveyance to him, enter a priority notice in the Land Charges Department.
31. (1) Draft completion statement.  
(2) In addition to normal items, include the following:
  - (a)
  - (b)
  - (c)
 (3) Send completion statement to buyer's solicitors.
32. Check that engrossed conveyance or transfer has been executed by the buyer (if necessary).
33. Check that buyer has signed the plan.
34. Have the engrossed conveyance or transfer executed by the seller.
35. Ensure the seller signs the plan.
36. Remind the seller to obtain final account for the telephone and to arrange for readings of the gas and electricity meters.
37. Obtain keys for handing over on completion, or arrange for them to be handed to agents.
38. (1) Prepare authorities to tenants to pay future rents to the buyer.  
(2) Prepare steps on completion of sale.
39. Prepare undertaking to discharge general water and drainage rates (if receipts are not to be produced on completion).
40. Have receipts for outgoing, assessments or levies and deeds and documents, ready for completion.
41. Complete the sale.
42. Obtain balance of deposit from agents (if held by them), after completion.
43. Register at the Land Charges Department restrictive covenants entered into by the buyer in the conveyance to him.
44. Pay to mortgagee(s) any redemption moneys due.
45. Send mortgage or Form DS1/DS3 to mortgagee(s) for receipting or completion by them and return, or if using ENDS system, complete form END1.
46. In addition to the normal items, include the following in the completion account:
  - (1)
  - (2)
  - (3)
  - (4)
  - (5)
47. The purchase price will then be accounted for to:
  - (1) the client, or
  - (2) his account at Bank Limited.
48. Advise client to obtain refund of unexpired portion of insurance premium.
49. Send receipted mortgage or completed Form DS1/DS3 to buyer's solicitors (if an undertaking to do so has been given).
50. If:
  - (1) the title is not registered, and
  - (2) the sale is of part of the land in the seller's title,
 then:
  - (a) endorse memorandum on last conveyance, or on probate or letters of administration, if sale is by personal representatives;
  - (b) place examined photocopy of conveyance with deeds;
  - (c) dispose of title deeds in accordance with seller's instructions.
51. If deposit was held by us:
  - (1) obtain client's written approval to pay the commission claimed by agents;
  - (2) pay it.
52. Obtain confirmation from Bank that undertaking to pay proceeds  
of sale to that bank has been discharged.
53. Remind client about making a will.