RJC LEGAL
LIMITED

Your conveyancing roadmap

Buying a home in England and Wales

Legal services are provided through Burgh Thorpe Solicitors, a solicitors' firm authorised and regulated by the SRA.

01

Instruct your conveyancer

We open your file and check your identity and funding.

Your part

Send your ID, forms and evidence of funds.

02

Property checks

We review the title and contract, order searches and raise questions.

Your part

Send your ID, forms and evidence of funds.

03

Review and sign

We explain the results and resolve outstanding issues before exchange.

Your part

Read the report, ask questions and sign documents.

04

Exchange deposit

We request your exchange deposit, where required.

Your part

Related sale: your buyer funds the deposit, so no separate payment.
Part exchange: no deposit required.

Stages can overlap. Timing depends on the property, mortgage, enquiries and any chain.
Leasehold and new-build purchases may need additional checks. Your conveyancer will confirm the steps and deposit arrangements for your purchase.

05

Exchange contracts

The purchase becomes legally binding. We agree the completion date.

Your part

Arrange insurance as advised and confirm we can exchange.
At this point you are safe to arrange and book your removals.

06

Prepare for completion

We carry out final checks and arrange the purchase funds.

Your part

Send the balance in time and confirm your moving plans.

07

Completion and keys

We send the purchase money. You collect the keys once completion is confirmed.

Your part

Collect your keys and move into your new home.

08

After completion

We deal with any required property tax return and register your ownership.

Your part

Keep the registration confirmation when it arrives.

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