

Your Guide to the Conveyancing Process





What Is Conveyancing?

Conveyancing is the legal transfer of property ownership from seller to buyer, ensuring you receive a good title, free of unexpected liabilities. In England & Wales it covers:

- Due diligence on the title, boundaries, rights of way and any restrictions.
- Searches with local authorities, water & drainage, environmental bodies and (in some areas) mining or flood databases.
- Drafting & negotiating contracts that protect you.
- Handling funds—including mortgage monies—and paying any Stamp Duty Land Tax (SDLT).
- Registering your ownership at HM Land Registry.

The Conveyancing Process

- 01 INSTRUCT & ID CHECKS**
Provide photo ID and proof of address;
agree fee quote.
- 02 CONTRACT PACK**
Seller's solicitor issues draft contract
and title.
- 03 SEARCHES & ENQUIRIES**
Buyer reviews results/enquiries.
- 04 MORTGAGE OFFER**
Buyer's lender issues formal offer.
- 05 EXCHANGE OF CONTRACTS**
Sign contract and agree completion
date.
- 06 PRE-COMPLETION**
Arrange removals; sign transfer deed
- 07 COMPLETION (MOVING DAY!)**
Hand over keys.
- 08 POST-COMPLETION**
Celebrate!



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How Long Does It Take?

Average overall 16–20 weeks in 2025, longer if your transaction is part of a chain.

Why it is slower than pre-2020:

- Local-authority search queues (some still paper-based).
- Land Registry delays—simple changes can take 9 months unless expedited.
- Mortgage lender response times and last-minute chain issues.

The good news: HM Land Registry’s roll-out of a Digital ID Standard and mandatory automated “digital checks” from autumn 2025 should trim weeks off the process.



We have just sold our bungalow and these guys done all of the conveyancing and a lot more besides. Thank you guys for the friendly atmosphere you created and doing an excellent job. We would not have any hesitation to recommending you to anyone else and if we need solicitors in the future you will be our first port of call. All the best to everyone.

Nigel and Carol

The Conveyancing Process: Step-by-

Stage	Buyer/Seller Activities	Marlborough Law's Role	Typical Duration*
1. Instruct & ID Checks	Provide photo ID and proof of address; agree fee quote.	Open file, verify identity (now usually via secure digital app).	Same day
2. Contract Pack	Seller's solicitor issues draft contract and title.	Review title, order searches, raise enquiries.	1-2 weeks
3. Searches & Enquiries	Buyer reviews results/enquiries.	Chase search providers, negotiate replies, liaise with lenders.	2-6 weeks (search delays vary by council)
4. Mortgage Offer	Buyer's lender issues formal offer.	Check conditions, report to buyer & lender.	1-3 weeks
5. Exchange of Contracts	Sign contract and agree completion date.	Receive cleared deposit, effect exchange (deal now becomes binding).	Usually after all enquiries satisfied
6. Pre-Completion	Arrange removals; sign transfer deed.	Draft completion statements, request mortgage funds.	1-2 weeks
7. Completion (Moving Day!)	Hand over keys.	Transfer purchase monies, confirm receipt, notify estate agents.	Same day
8. Post-Completion	Celebrate!	Pay SDLT, register title electronically; send copy title deeds.	4-8 weeks for simple cases – Land Registry backlogs can extend this to 16 + weeks.

Costs and Potential Hidden Fees

Cost Item	Typical Range (Freehold)	Notes
Legal fee	£950 – £1,800 + VAT	Fixed-fee quotes with Marlborough Law—no surprises.
Search bundle	£250 – £450	It depends on council fees and environmental extras.
HM Land Registry fee	£20 – £910	Scale based on price and digital/ paper lodgment.
Bank transfer (CHAPS)	£25 – £45	Per transfer.
Electronic ID check	£10 – £30	The new digital standard keeps fraud risk low.
Leasehold supplements	£150 – £300	Extra work on ground rent, service charge pack.
Help to Buy / Lifetime ISA fee	£60 – £90	For government scheme compliance.
Indemnity policy (if needed)	£50 – £300	Covers title defects or lack of building regs.
SDLT	Depending on price & reliefs	Calculated automatically at exchange.



Why Legal Help Is Essential

DIY conveyancing might seem cheaper but carries huge risks, especially with:

- ✓ Legal compliance
- ✓ Complex titles or leaseholds
- ✓ Chain transactions
- ✓ Negotiating contract clauses

Using a small local law firm like Marlborough Law ensures you are protected legally and financially. We will keep you informed, minimise delays, and give you peace of mind.

Tips for a smoother move

While the legal process of conveyancing is vital, there are several practical steps you can take to help your move go as smoothly as possible. Start by instructing your solicitor early and ensuring all documentation is returned promptly.

Organise your finances ahead of time, including your mortgage and deposit, and be proactive in communicating with your solicitor and estate agent. It also helps to declutter and start packing early, keeping essentials separate for moving day.

Most importantly, stay calm and patient, delays can happen, but having an experienced conveyancing solicitor on your side can make all the difference.

- Respond quickly to our queries.
- Keep your mortgage advisor in the loop.
- Organise documents early (ID, proof of address, bank statements)
- Be honest about your timelines and expectations.



Get in touch

Contact Marlborough Law today to book your free initial consultation.

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Marlborough Law is a friendly local solicitors firm based in Hungerford. We offer a range of legal services to both private and corporate clients. We can help you with setting up a new company through to handling your wills.

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