



YOUR THE COMPLETE GUIDE TO YOUR SALE

EVERYTHING YOU NEED TO KNOW



CONTENTS

ABOUT YOUR SALE

- 2 What is Conveyancing?
- 3 Who is Involved?
- 5 The Lyons Bowe Method

YOUR JOURNEY

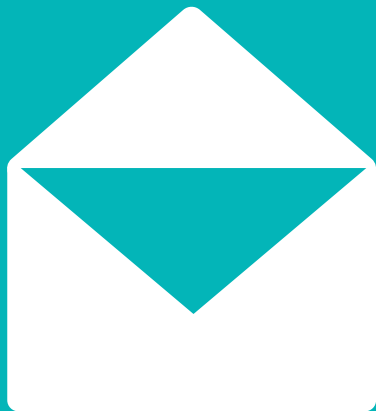
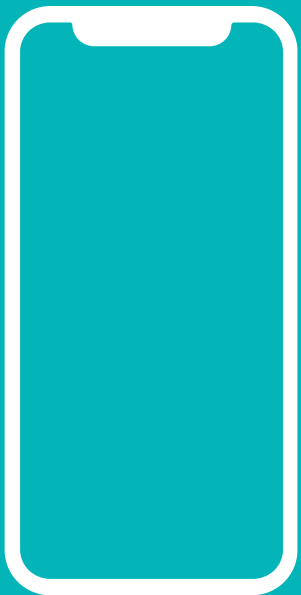
- 7 Your Journey
- 8 Your New Instructions Team
- 9 Your Legal Team
- 10 Your Exchange and Completion Team

WHY LYONS BOWE?

- 12 The Proof is in the Pudding
- 13 Lyons Bowe Innovations
- 14 Lyons Bowe Values

FAQs

- 16 Your FAQs



**ABOUT
YOUR SALE**

WHAT IS CONVEYANCING?

CONVEYANCING [kuhn-vey-uhn-sing]

noun

1. The branch of law practice consisting of examining titles, giving opinions as to their validity, and drawing of deeds etc., for the conveyance of property from one person to another.

Conveyancing is the process by which ownership of property or land in England and Wales is transferred from one person to another. Your conveyancing teams will act on your behalf throughout your journey with Lyons Bowe. They will help you to complete all your forms, provide context and understanding around each milestone, and help you with anything you need throughout your sale.

Like the rest of the world, the landscape of conveyancing is changing, and as a firm, we are embracing that change. The criteria for what makes a law firm 'good' has evolved. Put simply, we have designed a firm that is built for the future. Our app, processes, and even firm structure are specially built to fit the needs of a modern or traditional client.



EXTREMELY HELPFUL AND EXCELLENT COMMUNICATION

They kept me up to date regularly without prompting. When I had questions they answered them quickly and thoroughly, I will undoubtedly recommend Lyons Bowe.

Toby, 2022



CLIENTS WHO WOULD RECOMMEND US

LYONS BOWE	89%
NATIONAL AVERAGE	67%



QUICK, INFORMATIVE AND SLICK

I've had no issues at all with the start of my transaction. The portal is slick and all the communication was clear. Any questions I did have were answered very quickly.

Margaret, 2022



WHO IS INVOLVED?

WORKING TOGETHER

Throughout your sale, all of these parties and teams will be working together with the aim of achieving the best possible experience of selling a property for you.

If we are waiting on information from anyone else, our system will automatically alert us every 7 to 14 days to chase the other party for the information as a matter of urgency.

We can also set up our systems to make sure that you, your estate agent, mortgage broker (if you have one) and even your family members get live updates on the progression of your sale.

Everyone is always in the loop. Pretty smart.



YOU

Throughout the process, you will be responsible for:

- Completing, signing and returning all of the legal documents required from you with the help of your solicitor.
- Making the initial payment on account so that we can proceed with your sale and solicitor fees.
- Submit your ID documents in person or via our app
- Assist us in providing responses to enquiries raised by the buyer's solicitor
- Liaise with the parties in the chain to agree a completion date



LYONS BOWE

You will need to instruct us when you accept an offer on your property. We will be responsible for:

- Providing you with the legal documents and forms that you are required to complete in order to sale your property
- Creating and sending the Draft Contract pack to the buyer's solicitor
- Responding to any enquiries raised by the buyer's solicitor.
- Arranging the appropriate exchange and completion dates
- Sending you the Final Contracts ensuring they are identical
- Dealing with the formalities of exchanging Contracts on your behalf

WHO IS INVOLVED CONTINUED...

WHO IS INVOLVED?

CONTINUED

YOUR ESTATE AGENT

Your estate agent is responsible for:

- Marketing the property effectively and arranging for professional photographs and floor plans of the property
- Managing negotiations of any offers you will receive on your property
- Once an offer is accepted, managing any issues or hiccups which may occur throughout the conveyancing process
- Communicating with all parties in the conveyancing transaction throughout the chain to ensure an efficient transaction
- Helping to agree a completion date with you and other parties in the chain when everyone is ready to do so

MANAGEMENT COMPANY/ FREEHOLDER

In the case of selling a Leasehold property, the Management Company/ Freeholder will:

- Provide you with the property's Management Pack (or form LPE1 in the case of leasehold properties, form FME1 for freehold properties).

YOUR MORTGAGE LENDER

Your mortgage lender will be responsible for:

- On receipt of redemption funds, to request the removal of their charge from the Land Registry

THE LAND REGISTRY

The Land Registry:

- Registers the ownership of land and property in England and Wales
- Records any changes of ownership of a property, mortgages or leases

THE LYONS BOWE METHOD

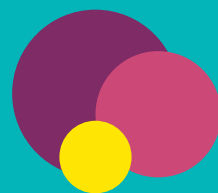
HOW IT WORKS

As a firm, innovation is the cornerstone of what makes us great. Should you choose to instruct us, it's important to understand what that means for you.

Of course, we embrace the best state-of-the-art technology available to the industry (we actually talk more about that later), however, we have also innovated our fundamental approach to conveyancing. We have broken the process down into three smart stages;

- New Instructions Team
- Legal Team
- Exchange & Completion Team

Working in these teams ensures that if a member of the team is on annual leave, works part time or needs to be out of the office for any reason, you are never put on hold. Here's how each team will work with you:



YOUR TEAM

Working in teams enhances the structure of your journey, giving you milestones to follow, with or without our app. Additionally, if your main contact is away, any team member can continue to progress your sale seamlessly.



YOUR CONTACT

You will be supported, by a single point of contact within each team, who will be responsible for the progression of your sale.



YOUR JOURNEY

This method means that you receive a modern and simple service which keeps you fully informed at all times. Throughout your journey, you will:

- Unlock comprehensive guides at every stage
- Receive live app and email updates
- Enjoy a proven 5* service

**YOUR
JOURNEY**

YOUR JOURNEY

NEW INSTRUCTIONS TEAM



YOUR
ESTIMATE



GETTING
STARTED



DRAFT CONTRACT
PACK SENT TO BUYER'S
SOLICITOR



ALLOCATE FILE TO
LEGAL TEAM

LEGAL TEAM



MEET YOUR
LEGAL TEAM



BUYER'S
CONTRACT
ENQUIRIES
RECEIVED



ENQUIRY RESPONSES
SENT TO BUYER'S
SOLICITOR



ALL ENQUIRIES
COMPLETED



ALLOCATE FILE TO
EXCHANGE
& COMPLETION TEAM

EXCHANGE AND COMPLETIONS TEAM



MEET YOUR
EXCHANGE &
COMPLETION TEAM



CONTRACT AND
TRANSFER SENT
TO YOU FOR
SIGNATURE



YOU SIGN AND
RETURN THE
CONTRACT AND
TRANSFER



CONTRACTS ARE
EXCHANGED



COMPLETION
TAKES PLACE

YOUR JOURNEY

YOUR NEW INSTRUCTIONS TEAM



YOUR ESTIMATE

Congratulations! You are already one step closer to selling your property. Your estimate contains information about the anticipated fees for your sale. It also contains a bit more information about us as a firm so you can get to know us a bit better.



GETTING STARTED

At this point, we will be opening your file and getting you set up on our system. We will work with your estate agent in the early stages of your sale. We will send you a Welcome Pack that contains everything you need to get started with your sale, including all of your documents and a guide explaining what they all mean. We will create the Draft Contract Pack ready to send to the buyer's solicitor.



DRAFT CONTRACT PACK SENT TO BUYER'S SOLICITOR

We will send the Draft Contract Pack to the buyer's solicitor once we have received all the relevant documentation from you. It will covers information such as the Contract terms that have been agreed with your buyer, details from the Title Deeds and Property Information Forms. The Contracts will be assessed by your buyer's solicitors to review the information provided about your property and to raise any enquiries that they may have.



ALLOCATE YOUR FILE TO YOUR LEGAL TEAM

With your file set up, the Draft Contract Pack sent to the buyer's solicitors, your file is ready to be allocated to your Legal Team.

YOUR JOURNEY

YOUR LEGAL TEAM

MEET YOUR LEGAL TEAM

Your matter will be allocated to a solicitor in your nearest branch's Legal Team. They will introduce themselves, answer any questions that you have any questions and guide you through the next stages of your sale.

BUYER'S CONTRACT ENQUIRIES RECEIVED

The buyer's solicitor will raise enquiries based on the information provided to them in the Draft Contract Pack and as a result of the search results they will receive. We will work with you to respond to these enquiries.

ENQUIRY RESPONSES SENT TO BUYER'S SOLICITOR

We have sent enquiry responses to the buyer's solicitor and await for them to complete.

ALL ENQUIRIES COMPLETED

We will work with you to respond to the buyer's enquiries. We will receive confirmation that the buyer's are satisfied with the responses provided and that their enquiries are completed.

ALLOCATE YOUR FILE TO YOUR EXCHANGE & COMPLETION TEAM

With all enquiries completed, your file is ready to be allocated to your Exchange & Completion Team. Your Legal Team will prepare your file to be allocated to your Exchange & Completion Team who will guide you through the final stages of your sale.

YOUR JOURNEY

YOUR EXCHANGE & COMPLETION TEAM

MEET YOUR EXCHANGE & COMPLETION TEAM

Your matter will be allocated to your nearest branch's Exchange & Completion Team. They will introduce themselves, answer any questions that you have and support you through the final stages of your sale.

CONTRACT AND TRANSFER SENT TO YOU FOR SIGNATURE

Your Exchange & Completion Team will prepare the Contract and Transfer to send to you via 1st class post. All parties selling the property are required to sign the Contract and Transfer in black, wet ink.

YOU SIGN AND RETURN THE CONTRACT AND TRANSFER

We will notify you when we receive your signed Contract and Transfer for your peace of mind. We will seek your authority before we exchange Contracts with the buyer's solicitor.

EXCHANGE OF CONTRACTS HAS TAKEN PLACE

This is the exciting bit! Once the Contracts have been exchanged, all parties become legally bound to the transaction of the property. It's safe to say you have officially have sold your property!

COMPLETION

Completion is the day on which ownership of the property transfers and typically mortgage funds are released to us. Your estate agent will have agreed an appropriate completion date further up and down the chain, to ensure a smooth completion.

**WHY
LYONS BOWE?**

THE PROOF IS IN THE PUDDING

Choosing the right law firm to go through the journey of selling a property with, is a decision that should not be taken lightly. Take your time to review your options and don't be pressured into making a decision.

To help make this decision a bit easier and save you some searching, here's some reasons why you can rest assured that working with Lyons Bowe will be the right choice for you.

CLIENTS WHO WOULD RECOMMEND US

LYONS BOWE
NATIONAL AVERAGE

89%
66%



JUN 2022

LOCAL COMPARISON

NUMBER 1 LAW FIRM
LOCALLY FOR:

-  CONVEYANCING
-  FAMILY LAW
-  PRIVATE CLIENT
-  COMMERCIAL

JUN 2022

GENDER TRANSPARENCY

50% OF OUR
DIRECTORS
IDENTIFY AS
FEMALE



OUR TECHNOLOGY

6 LEADING
TECHNOLOGY
INTEGRATIONS



OUR ACCESSIBILITY

5 LOCAL
FRIENDLY
OFFICES



NATIONAL COMPARISON

IN THE TOP
1% OF FIRMS
NATIONALLY



CLIENTS WHO WERE SATISFIED WITH THEIR OUTCOME

LYONS BOWE
NATIONAL AVERAGE

89%
69%



JUN 2022

LYONS BOWE INNOVATIONS

We have talked a bit about our innovative approach to conveyancing, let's take a closer look at the tech side of things.

Of course, tech isn't for everyone. So if you don't feel comfortable with a digital experience, we can take a more traditional approach in person, via email, or the post. Whatever works best for you, works for us.

5 STAR SERVICE



With over 1,500 5 star reviews, you can be confident that you are in the right hands.

LIVE UPDATES



You, your estate agent, mortgage broker all get live updates throughout your sale.

FRIENDLY TEAM



Your dedicated team are a friendly bunch, here to help and support you throughout your journey of selling your property.

DIGITAL FORMS



On the train, the sofa, over coffee. You can complete and return your documents in a place and time that works for you.

ACCESSIBLE



If you need to visit our offices, are eligible for a home visit or would prefer meetings over Microsoft Teams instead, just let us know.

DIGITAL ID CHECK



Our secure systems enable you to verify your ID safely, securely, and from the comfort of your own phone.

SECURE PAYMENTS



Make payments securely through your phone, computer, or in one of our offices.

5 LOCAL OFFICES



If you need a helping hand or just want to talk to a human being, you can visit any one of our 5 local offices.

FTS FRIENDLY



We are here to support First Time Sellers on their first sale and answer any of their questions.

LYONS BOWE VALUES

We will be working very closely throughout your sale, so we feel it's important that you know what our core values are. We are always developing, evolving and growing, but we never stray from our fundamental values. Although we are constantly innovating, we never forget to bring our local community on the journey with us. Whilst we will always work with the local community, we never forget to take ownership of our work.

INNOVATION

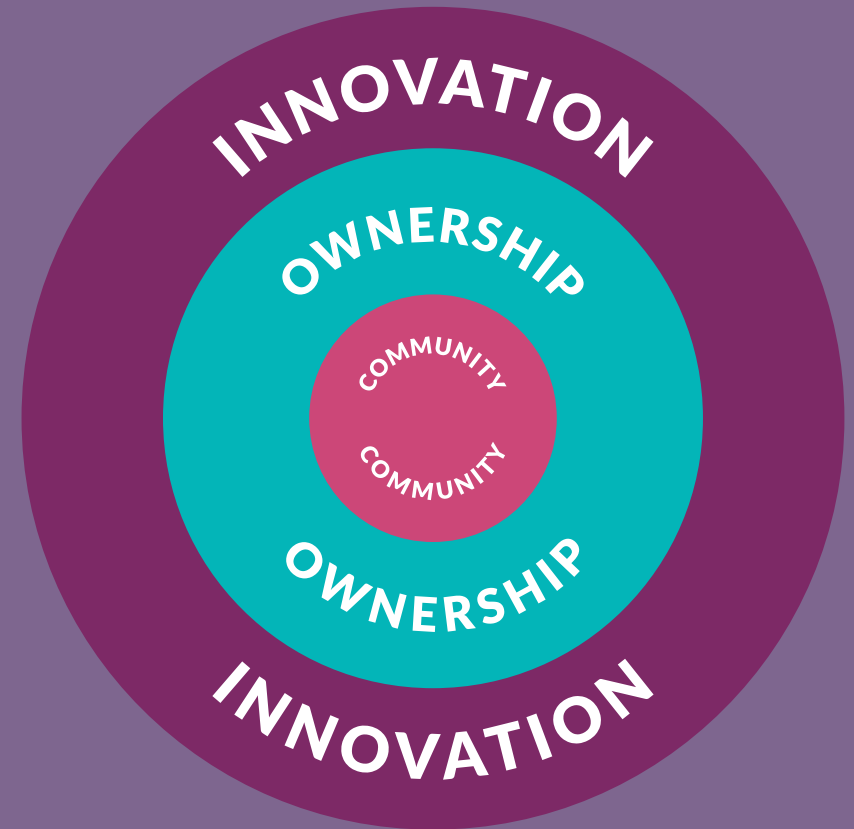
Surrounding everything we do, is innovation. We are constantly working to innovate the way you experience your legal services. That doesn't just apply to technology, either. The way our teams are structured, the way we communicate, all the way down to how our offices are decorated - it's all designed to be new, fresh and accessible.

OWNERSHIP

There are multiple parties involved in selling a property. We understand that as your solicitor, we sit in the middle of it all. Taking ownership of our responsibility also sits firmly in the middle of what we do. We won't pass the buck or place blame. We will take ownership of your journey to make sure it's the best it possibly can be.

COMMUNITY

Of course, at the very heart of everything we do, is our community. From sponsoring the local football teams, to hiring local school leavers to give them the best start in their career, we are always doing everything that we can to give back and support our community.



FAQs

FAQs

HOW LONG WILL IT TAKE?

This will depend on the complexity of the sale, how quick you are in filling out your Welcome Pack and providing us with the required documentation. The average sale takes between 12-16 weeks to complete.

WHAT HAPPENS WHEN CONTRACTS ARE EXCHANGED?

You need to read and understand the Contract, then sign it in black, wet ink. You and the buyer sign identical Contracts then your solicitor read the Contracts to confirm that they are indeed identical. The solicitor then check that they have all the relevant legal documents, and verify that any other sellers and buyers in the chain are ready to proceed. The Contracts are then exchanged and you all parties become legally bound to the transaction.

WHAT IS THE ABORTIVE PLEDGE?

The Lyons Bowe Abortive Pledge is covered in your initial payment on account. It protects you should your sale fall through when it's not your fault. Should the buyer pull out unexpectedly, you will not be charged for any legal fees incurred up to that point. You will only be charged for the disbursements (costs we incur on your behalf such as ID checks etc.).

You can choose to opt out of the abortive pledge, however if your buyer were to pull out or your sale fell through for any other reason, you would still be charged for the legal hours worked on your matter until that point.

WHEN DO I NEED TO PAY MY LEGAL FEES?

Your legal fees are due to be paid on completion so you will need to pay them to us at the same time as your deposit.

GOT ANOTHER QUESTION?

REPLY TO THIS EMAIL

Feel free to reply to this email with any questions that you have and your team will come back to you as soon as possible.

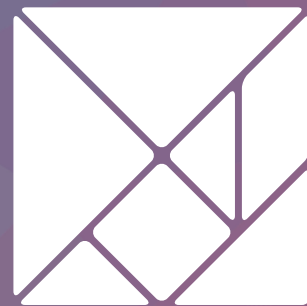
CHECK OUR BLOG

Every stage of your sale has a dedicated blog complete with FAQs and information to help you.

FIND YOUR TEAM

You can easily find the details of your team through our website. Tap or click the button below to find your team and their details.

[FIND YOUR TEAM](#)



**LYONS
BOWE**
SOLICITORS

info@lyonsbowe.co.uk
54 Highstreet, Shepton Mallet, BA4 5AS
01749 345 756