BOOKERS & BOLTON
SOLICITORS

The right conveyancer makes all the difference, which is why so many choose to work with us at Bookers & Bolton

Bookers & Bolton are accredited members of The Law Society's Conveyancing Quality Scheme (CQS) which is the only recognised mark of quality for conveyancing practices.

This, along with our commitment to providing exceptional service and communication means you can be confident that we meet the highest standards of technical expertise and client service with a proven track record of excellence and client satisfaction.

Our dedicated team are available to answer questions and provide support, ensuring a smooth and efficient process.

Choosing Bookers & Bolton as your conveyancer means choosing an easy, successful property transaction.

"From my experience, what can often be a very tiresome and frustrating time has been dealt with perfectly."

– Damien

Bookers & Bolton have been looking out for our clients for over 100 years, but what sets us apart in the twenty-first century?

We know that the conveyancing process can be confusing, so our team works extra hard to make the process clear, keeping you and all other parties informed every step of the way, fostering trust and collaboration throughout the transaction.

We offer a range of flexible payment options to suit your needs. Our biometric ID testing and a secure verification of funds system, allows you to manage your conveyancing from wherever you are.

As well as providing support through our app, our team of experts are available to answer questions and provide support, ensuring a smooth and efficient process.

★★★★★

"Absolutely top class and first rate. Quick, efficient and with little stress. Always quick to respond and so very helpful."

– Matthew

The conveyancing process can feel confusing, even if you've been through it before. Here's our overview of all the steps from instruction to completion.

INSTRUCTION AND PREPARATION

The initial step of any conveyancing is where seller and buyer appoint solicitors. We will then begin gathering required information, and start the necessary legal process.

ENQUIRIES AND SEARCHES

Next the buyer's solicitor investigates the property's legal title and sends enquiries to the seller's solicitor.

This establishes any issues, to ensure that the buyer is fully informed about the property before proceeding.

MORTGAGE AND DEPOSIT

This step is focused on securing the financial aspects of the purchase, where the buyer obtains a mortgage offer and transfers a deposit to their solicitor.

"I was given regular updates and never had to wait long for a reply to an email or query."

– Vanessa

EXCHANGE OF CONTRACTS

The exchange of contracts is the formal agreement between the buyer and seller, making the transaction legally binding and committing both parties to the sale.

Solicitors agree a completion date during this stage.

PREPARATION FOR COMPLETION

We're now ready to finalise the practical arrangements before the property transfer. The buyer's solicitor prepares completion statements. They then requests the mortgage funds ready for the final transfer of ownership.

COMPLETION

Completion is when the ownership of the property is legally transferred, funds are transferred, the existing mortgage is repaid, keys are released to the buyer, and the property is registered in the new owner's name.

We make your property transaction a smooth, transparent journey

The Bookers & Bolton app is designed to give you complete confidence and clarity throughout the conveyancing process.

GET IT ON Google Play

Download on the App Store

STAY INFORMED AT EVERY STAGE

Watch your property transaction progress in real-time. Our milestone tracker visually shows exactly what's happening, with color-coded updates that make the entire process transparent. No more waiting for calls or emails – you're in control and always up to date.

COMPLETE REMOTE MANAGEMENT

Manage your entire conveyancing process online. With secure biometric ID verification and direct bank account linking, you can complete everything without visiting an office.

EASY TO UNDERSTAND

We break down complex legal processes into simple, clear steps. Whether you're a first-time buyer or an experienced property investor, you'll know exactly what's happening.

SEAMLESS COMMUNICATION

Our system keeps everyone informed – you, your estate agent, and all other parties. No more chasing updates or feeling left in the dark. You can check your case status 24/7 from wherever you are.

★★★★★

"...advice flowed freely which helped us with any worries. The handy app really helped us keep in the loop without spending time stuck to the phone."

– Claire

Selling with Bookers & Bolton

★★★★★

"Moving house is supposed to be one of the most stressful things to do. But with Bookers and Bolton leading the legal part it was such a amazing experience. The phone was always answered quickly with such happy and professional staff."

– Julie

1. INSTRUCT BOOKERS & BOLTON

You can do this via our app, our website, over the phone, or through your estate agent.

If you do consider other firms, compare services and prices and if you have a mortgage, ensure they are part of the Law Society's Conveyancing Quality Scheme.

2. COMPLETE THE PAPERWORK

Bookers & Bolton will send you documents to read, complete, and sign electronically.

These include terms and conditions, a client care letter, and forms regarding client and sale details, fittings and contents, leasehold information (if applicable), and property information.

3. PROVIDE ID AND PROOF OF ADDRESS

This should include photographic ID like a passport or driving license and proof of your address, such as a utility bill or recent mortgage statement.

4. PROVIDE BANK ACCOUNT INFORMATION

You will need to provide recent bank statements (one older than 12 months) to verify your bank account.

5. REVIEW THE CONTRACT PACK

Bookers & Bolton will prepare this pack, including the draft contract, completed forms, a copy of the title document, and any leasehold information.

6. RESPOND TO ENQUIRIES

The buyer's solicitor will raise enquiries about the property. Try to have certificates, guarantees, warranties, boiler service reports, building regulations certificates, planning documentation, and NHBC documents available to assist with answering these enquiries.

7. EXCHANGE CONTRACTS

On the day of exchange, you will need to be available on the phone to confirm you want to proceed with the sale.

8. COMPLETION

On completion day, the buyer will transfer the purchase funds, and you will need to ensure the property is empty, rubbish is removed, and keys are with the estate agent. Bookers & Bolton will handle the financial aspects, including paying off your mortgage and estate agent fees.

Buying with Bookers & Bolton

★★★★★

"We recently purchased our first home and the team at Booker & Bolton took complete care of everything. As a first time buyer, I'll admit I was quite naive about the whole process, but Dawn handled all our queries with expert professionalism."

– Adrian

1. COMPLETE THE PAPERWORK

After you instruct us using our app, the website, over the phone or through your estate agent, you will receive documents to review, complete, and sign, including terms and conditions, a client care letter, and forms for client and purchase details and joint ownership.

2. PROVIDE IDENTIFICATION AND PROOF OF ADDRESS

Provide photographic ID like a passport or driving license and proof of address such as a utility bill or a recent mortgage statement.

3. SOURCE OF FUNDS CHECK

You will need to provide bank statements and evidence of where the money to make the purchase is from. This might be your mortgage agreement or something like savings or gifts.

4. REVIEW THE SEARCHES

Bookers & Bolton will conduct searches including a local authority search, an environmental search, and a drainage search. We will review these searches on your behalf.

5. BOOK A SURVEY

While waiting for search results, we would recommend you book a survey (valuation, home buyers survey or full structural survey) and share a copy with the team at Bookers & Bolton.

6. REVIEW THE REPORT ON TITLE

Bookers & Bolton will provide you with a Report on Title, summarising the outcome of their investigation, including details about the lease for leasehold properties.

You will need to review this report carefully and raise any questions.

7. EXCHANGE CONTRACTS

Transfer your deposit via CHAPS to ensure it clears on the same day.

On exchange day, you must be available to confirm you wish to proceed with the purchase.

8. COMPLETION

The day before completion you will transfer the remaining funds to Bookers & Bolton. We will handle the transfer to the sellers solicitor and pay any Stamp Duty Land Tax.

Congratulations! You can now collect the keys from the estate agent and move into your new home.

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