

Homeowner & Buyer

# Best Practices During Conveyancing.

By The Bayzos Team



**bayzos.**

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Congratulations on your recent property offer! This guide has been designed to make the rest of the process as **simple and stress-free as possible**.

We'll guide you through your conveyancing process with regular updates and helpful emails. Below, you'll find all the essential details about how we'll support you and what you need to do to keep everything moving smoothly.



# How We Help.

**Weekly Updates:** each week, we'll check in with you and your solicitor to ensure everything is on track. To avoid delays, we strongly recommend you speak to your solicitor once a week.

**Handling Urgent Issues:** if a milestone isn't met or there's a problem, we'll mark your property as urgent until it's resolved.

**Helpful Emails:** we'll email you weekly with guides to read and reminders to update your milestones.

**Resource Hub:** is full of helpful guides about the conveyancing process. If there's something you'd like us to add, just drop us an email at [gary@bayzos.co.uk](mailto:gary@bayzos.co.uk)

**HELP!**

# Need to Contact Us?

## Sales Progression Team

Our Sales Progression Advisors are here to help! They work Monday to Friday, 9 am–5 pm and don't work on Saturdays as solicitors are closed.

## Save This Number

0330 174 1412 – please now save to your phone. This is our dedicated sales progression line, so please use this instead of the main number.

## Phone Availability

You can call between 9 am and 1 pm, Monday to Friday. Afternoons (1 pm–5 pm) are reserved for urgent issues and liaising with solicitors. If we don't answer straight away, we're likely on a call **please leave a voicemail or send a WhatsApp message.**

## Email Us

[salesprogression@bayzos.co.uk](mailto:salesprogression@bayzos.co.uk). You may also receive direct emails from your dedicated Sales Progression Advisor.

# Useful Tools and Next Steps.

## Set Up Your Street Portal

Stay updated by setting up your [Street Portal](#)

## Download the App

Manage the milestones easily by downloading the Street App.

- [Apple App Store](#)
- [Google Play Store](#)

## Update Milestones in the Portal

Keep things moving by updating the conveyancing milestones. This notifies your buyer and Bayzos.

## Use Your Checklist

Tick off tasks and follow up with your solicitor to make sure their tasks are completed too. You'll find the checklist in the resource hub.

## Read Our Guides

Understand everyone's role in the conveyancing process with the following guides:

- Sales Progression Advisor Responsibilities
- Homeowners Responsibilities
- Buyers Responsibilities
- Conveyancer (Solicitor) Responsibilities



# Actions to complete:

## Homeowner & Buyer:

Go to Resource Hub

Save Sales Progression Number

Join WhatsApp Group when Set Up

Create Your Portal

Download the App

Download Checklist in Resource Hub

Read Following Guide

- Sales Progression Advisor Responsibilities



# Important Disclaimer.

The materials in this guide are provided for general information purposes only and do not constitute legal or financial advice. Whether express or implied, no warranty is given, nor shall Bayzos Estate Agents Limited be liable for errors, omissions, or content on associated weblinks.

For personalised advice, consult your legal or financial advisor.

We look forward to assisting you every step of the way! If you have any further questions, please don't hesitate to reach out.



# Final message from the founder.

We hope this guide helps set clear expectations and makes your conveyancing process smoother.

Remember, taking small actions—like **staying in touch with your solicitor** and keeping the **portal updated**—will have a big impact.

Got any ideas how we can improve this guide? Please share them – [gary@bayzos.co.uk](mailto:gary@bayzos.co.uk)

- GARY (FOUNDER) &  
THE BAYZOS TEAM

