

STAGES - PURCHASE

- 1 You have chosen your perfect new home and your offer has been accepted by the seller.
- 2 The estate agent will request our details as your solicitors and they will then send us a Memorandum of Sale with all the relevant details, including the seller's solicitors.
- 3 We will open your file, send you a client care letter and forms to complete and request funds for you for searches.
- 4 The seller's solicitors will send us a contract pack and your lender will send your mortgage offer, if applicable.
- 5 When you have had your survey result back and wish to proceed, we can order your searches, review the contract pack and raise any enquiries we have with the seller's solicitors. We would expect to do this within 7 days of the receipt of all documentation.
- 6 Once we have all the necessary information on the property, we will report to you and ask you to sign the contract and transfer document ready to exchange. Timescales for this stage will vary depending on the number of enquiries raised and the time it takes for the seller's solicitor to respond. Generally speaking we would expect Stages 5 & 6 to take between 4 - 6 weeks.
- 7 When a completion date is agreed between all parties, we will request the deposit funds from you (usually 10%) and you should get building insurance quotes ready so you can put the policy in place when contracts are exchanged.
- 8 We exchange contracts and request your mortgage funds. Exchange of contracts is something we do on your behalf which firms up the completion date and commits your deposit funds to the seller, then you can get packing and book your removal vans!
- 9 We carry out some final searches prior to completion and provide a completion statement to you, itemising the balance of payments you need to make to us. On the day of completion, we pay the remaining purchase amount to the seller's solicitors and, once the monies land in their account the transaction is complete and the keys to your new home are yours.
- 10 Whilst you are settling into your new home, we handle the registration of the property into your name and deal with the SDLT formalities. We will forward evidence of the registration of the property, and any title deeds, once the registration has been completed by the Land Registry.

Please note that the completion and filing of your Stamp Duty Land Tax return is included in our quotation but we are unable to provide tax advice, and this is not included in your cost estimate; you should obtain independent tax advice if necessary.