

Freehold Purchase

- You will get offered a quote from your Mortgage Broker or Estate Agent.
- If you are happy with the quote, then please accept this via your Broker or Agent.
- We will then send you a Welcome Pack. The pack will incorporate our Terms and Conditions of Business and Client Questionnaire. These will re-confirm our fees and instruction form for you to complete. Evidence of your 'Source of Funds' in order to confirm your full purchase funds and all disbursements payments will also be requested at this point.
- Our New Business Team will make contact with you to introduce themselves and confirm what Team will be acting for you in your matter.
- Once your completed forms, ID and evidence of source of funds are received together with your payment on account, we will activate your file and move it over to your Conveyancing team.
- We will order searches as soon as monies are on account, and we have the contract papers from the vendors solicitors. We need these to have the plan in order to be able to request the searches. Usually, the Water and Drainage and Environmental Search results return within a week or less. The Local Authority Search result can take longer to return (4 to 6 weeks).
- As mentioned above, the Contract paperwork will be requested from the seller's solicitors. Once received, we will review the title and raise any necessary legal enquiries and send you a report detailing what has been revealed in our review.
- Once all of the Search results have been received, they will be reviewed, and a report issued to you. Further enquiries may be raised dependent upon the results.
- Should you be purchasing with the assistance of a mortgage, we will chase your mortgage broker until your mortgage offer is received by us. Once this offer is received, we will check the document for any special conditions contained therein. We will forward you a report giving an overview of the offer and any conditions that require fulfilling. Any title and/or search anomalies which may potentially affect the property valuation will be reported to the lender for their consideration at this point.
- Once received, the seller's solicitors replies to enquiries will be reviewed. If the responses are satisfactory, we will provide you with a copy of all of our enquiries and the replies.
- Once we have received all of the above, potential dates for completion will be discussed with you and proposed to the seller's solicitors. A mutually convenient date will be agreed in principle and mortgage funds will also be requested from the lender at this point.
- A completion statement will be drafted for you to allow you to transfer funds to us to allow for exchange of Contract and completion. Exchange and completion may take place on the same day, although we do try to avoid that where possible.

Leasehold Purchase A Leasehold transaction is different as we need more information from the seller's solicitors and third parties.

- The seller's solicitors will need to provide us with the leasehold information/management information. As the information will be obtained from the freeholder/management company it may be a number of weeks before this is produced to us.
- The leasehold information will contain information related to ground rent and/or service charges, block insurance policy, fire risk assessment and a note of their procedures and fees for the transfer of the property. Please note that that these are fees paid to a third party and we are not in control of these.
- Upon review of the leasehold information, we will advise you of any additional costs relating to the purchase. The additional fees will be taken into consideration in our completion statement.
- Further enquiries may be raised with regards to the leasehold information provided.
- When a date for completion is agreed, we will request that the seller's solicitors provide a statement detailing apportionments for service charge and ground rent. These figures will be taken into consideration when requesting funds from you.

Exchange of Contracts - All parties become legally bound at this stage to complete on the date entered into the Contract.

Completion

- On the day of completion, the property is legally transferred to you. Completion is usually undertaken by 2 p.m. but can vary due to how quick the banking system is on the day, and whether there is a chain. We will keep you updated as to the progress.
- Once the seller's solicitors have received purchase monies, they will contact us to advise of completion and the release of keys. We will then contact you to advise you that you can make arrangements to collect the keys for the property. Often the Estate Agent will be aware of completion before us and therefore please go ahead and collect your keys if you hear from them.
- We will arrange for the property to be registered in your name with the Land Registry. This may take a few weeks.
- Once registration is complete, a copy of the Official register of title will be sent to you (and your lender if required).