

Step by Step Guide of Solicitor's Work for the Purchase of a Property

WE

1. Obtain contract, title documents and information forms from Seller's Solicitors.
2. Submit searches online on your behalf. Following receipt of the search results we review and send the same to you with our comments. We shall forward any adverse search results to your mortgage lender (if applicable). We always recommend that, in addition to your mortgage valuation, you ALSO have an enhanced valuation, which you can arrange via the Estate Agents.
3. Raise enquiries with the Seller's Solicitors regarding the title and the search results.
4. Draft the Transfer document, which is the document which we use to register your purchase with the Land Registry.
5. Receive the mortgage instructions (if applicable) and report to you. We must ensure that we can satisfy any Special Conditions in the mortgage offer.
6. Once replies to all enquiries received, review the title deeds and report to you.
7. Will either invite you to an appointment to explain all the documents or send them via post/email and ask you to sign all the legal paperwork.
8. Request from you the exchange deposit (usually 10% of the purchase price) unless this is coming from your sale
9. Inform your mortgage lender of the proposed date for completion and ensure that the mortgage advance can be provided by the proposed date (5 working days' notice is normally required)
10. Arrange exchange of contracts with Seller's Solicitors. This is when the purchase becomes legally binding and you cannot pull out without financial penalties. **Please note** unless you state otherwise, we assume we have your authority to exchange by telephone. We suggest after exchange of contracts that you activate your buildings insurance and arrange removals.
11. Request from you the balance to complete and obtain from your mortgage lender the mortgage advance (if applicable).
12. Complete the purchase of your property on the agreed Completion date. The keys will be available from the Estate Agents between approximately 12.30pm-3.30 pm.
13. Submit your Stamp Duty return, pay Stamp Duty
14. Register you as the owner of the property with the Land Registry and send the title deeds to your lender (if any).

Areas of work **not** included in our Step by Step Guide for straight forward matters and for which **additional** fees are payable:-

Deadline for exchanges where matters have to be given priority	-	from £100.00
Unregistered titles	-	from £70.00
Boundary disputes	-	from £70.00
Money Laundering issues	-	from £50.00
Unforeseen Additional work	-	from £50.00
Trust Deed		from £150.00

Timescales : the length of time that a transaction can take will vary in each case dependent upon a number of factors. On average, a straightforward purchase/sale/remortgage will take approximately 10 to 12 weeks.