



This guide has been prepared to help you to understand what is involved when buying or selling a property.

HOW LONG DOES IT TAKE?

On average, we aim to complete your transaction between 6-8 weeks.

INITIAL DOCUMENTATION?

We will require you to complete and return our initial questionnaire to obtain as much relevant information in relation to your transaction.

RETURNING THE DOCUMENTS

Listed below are the items you will need to return to us:

- Signed client care letter
- Fully completed and signed questionnaire
- Completed Sellers Property Information form, Fixtures, Fittings and Contents form (sale only)
- Certified ID. See notes.
- Proof of your funds (purchase only). See notes.
- Any other relevant documents eg. guarantees, certificates and other permissions that are linked to the property (sale only)
- Money on account - referenced in your client care letter.

THE CONVEYANCING PROCESS

From the point that you make or accept an offer, the property is SOLD 'Subject to Contract'.

Solicitors become involved at this stage, but the sale/purchase is not binding for those concerned until contracts are exchanged.

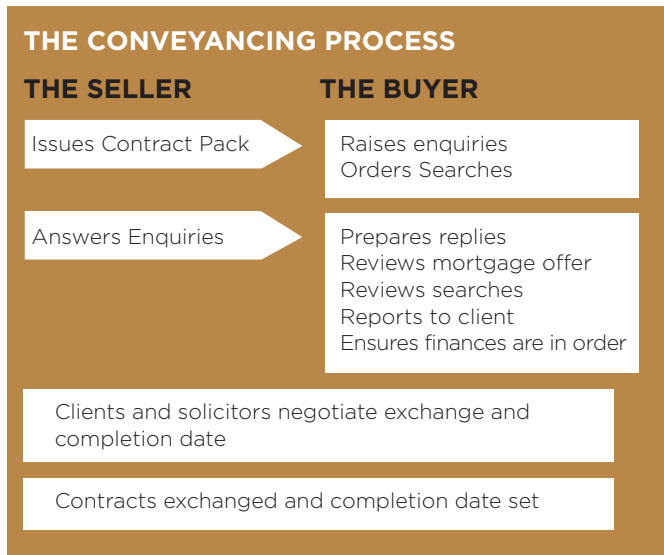
Following exchange neither party can withdraw from the transaction without there being financial consequences.

All the legal and administrative work related to transferring the ownership of the property is managed by your solicitor to ensure this is done correctly.

If you are buying with the aid of a mortgage, your solicitor will normally also act for your lender.

WHAT ARE PROPERTY SEARCHES?

Searches provide information about the property. Solicitors require this information in order to provide you and your lender with information about the property.



The type of searches required depends on the location of the property, but in general will involve all or a combination of the following:

Local Authority

This search provides information covering a wide range of topics including building regulations, planning, traffic schemes and road adoption.

Drainage

This search provides information about how water and drainage is served to the property, and how this could affect planned extensions or building at the property.

Environmental

This search provides informations about the property and the surrounding area such as contamination issues, flooding, energy projects, ground stability and other related issues.

Mining

This search reveals past, present and future mining issues.

The turnaround time for receiving searches is normally between 10-14 days.

We can apply for searches once we have received your initial payment. We will therefore assume we are to order them as soon as we receive your payment. Please inform us if you want to delay searches for any reason.

Please feel free to call us on 0345 209 4700 to discuss your conveyancing requirements.

VALUATIONS AND SURVEYS

If you are arranging a mortgage your lender will usually obtain a valuation report for their sole benefit as part of the process. This will give you basic information about the property you are purchasing.

We recommend that you obtain a Home Buyers' Survey. This will provide you with a comprehensive report on the condition of your property and any future repairs.

YOUR MORTGAGE OFFER

Your lender will send you a mortgage offer. Please ensure you promptly sign and return any documents they require returned. They will also send us a mortgage pack containing documents which are not included in your pack.

We will then review your mortgage and will forward this to you along with the mortgage deed for you to sign.

Once we have received the signed mortgage deed from you (with all our enquiries answered), we will be in a position to request your mortgage funds once a date for completions is arranged.

Please note that in most cases, we will also be acting for the lender as well as for you, in the purchase. This means they are also a client of ours and we have to report to them on anything that is covered by our terms of engagement with them.

COMMUNICATION DURING THE PROCESS

Our preferred method of communication is by email.

As we act for a large number of clients moving home at any one time, we receive a lot of emails per day.

We will reply to your emails as soon as possible, but we cannot always do this immediately. We will usually respond to you within 1-2 working days and kindly ask you to be patient.

If however you need to ring us in respect of an urgent issue, please do so. The person dealing with your file will try and take your call. If you have left us a message, this will be passed on to the person handling your file, and they will come back to you as soon as possible.

COMPLETION DATES

Please inform us if you have preferred requirements for completion dates and the reasons for the same. For a range of reasons, it is not always possible to meet these dates, but we will try our best to secure.

We work with you and the other solicitor to agree a date as soon as possible, and exchange contracts to fix the completion date as soon as everyone is ready. Until this date is fixed, we would advise you not to arrange removals, hand in your notice if you are renting accommodation, or book time off work.

SIGNED DOCUMENTS

We request that any documents that are sent to you for signature are returned to us immediately. We cannot exchange contracts without a signed contract and mortgage deed from you.

WITNESSES

Anyone over 18 years of age can witness your signature as long as they are not a family member (this includes in laws and partners). They should always add their name and address.

DAY OF COMPLETION

This is the day the seller gives up the right to occupy the property and the buyer is given possession of the property and the keys. We will guide you through the day, but in brief, the buyers' solicitor transfer the money to the sellers' solicitors by bank transfer. When completion monies are received, the sellers' solicitor notifies the estate agent and the buyers' solicitor, for keys to be released to the buyer.

AFTER COMPLETION

If you are selling and there is a mortgage to repay, we will attend to repaying your lender from the sale proceeds.

If you are buying, then we will register your ownership at the Land Registry. After which, we will send you confirmation of completion of registration and the information documents for your records. This can take a number of weeks, so please do not be concerned.

NOTES:

Certified ID

This is required by our regulators and can only be obtained from a small number of people:

- Solicitor
- FCA regulated professional ie. mortgage adviser
- Accountant

The certification should say:

"I certify this to be a true copy of the original document and a true likeness of _____"
(Passport/Driving Licence).

Or

"I certify this to be a true copy of the original document" (Utility Bill etc.).

Proof of Funds

On all purchases we are required to obtain evidence of the source of funds to ensure they have come from a legitimate source.

We will therefore need to see evidence at the earliest stage informing us where the funds are to come from. Please therefore provide us with a copy of your bank statement showing the funds in place.

If you are being gifted any element of the purchase price, we will need proof of the source of those funds ie. a third party bank statement.

Please feel free to call us on 0345 209 4700 to discuss your conveyancing requirements.