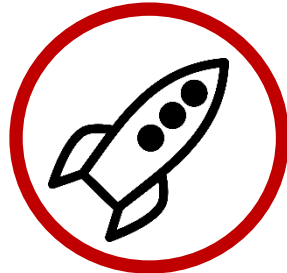


### How long will it take?

Purchases on average take 8 - 12 weeks for freeholds, and 12 -16 weeks for leaseholds. There are many factors involved, such as the number of parties in the chain, how quickly they all want to complete, and how quickly other parties respond to us.

Every purchase is different, and we suggest to avoid disappointment that you try to avoid agreeing completion dates early in the transaction. Once the full legal situation is revealed by searches and our enquiries, any date agreed may become be unrealistic.



First of all, you need to tell the estate agent you have instructed us. They will then send us the Memorandum of Sale.

We will send initial documents to you, including our client agreement for you to sign and return. We will also request I.D., money on account for searches, and anti-money laundering information.

**We will need you to provide the information we ask for before we can proceed to the next step, so please do so as soon as you are able.**



Once the search results come back, we will raise our final enquiries with the seller's solicitor.

When we receive responses, we will send our report to you. The report is our advice to you on the legal aspects of the property.

**The report will include several documents that you will need to return to us before we can go any further.**

If there are any issues outstanding from the enquiries we have raised, we will discuss these with you and try to resolve them.



If you are using a mortgage, we will order your mortgage to arrive with us on the day of completion. We will give you a completion statement, which sets out the balance of funds that you will need to pay to us in order to complete.

**You will need to make sure the balance we request on the completion statement is with us in cleared funds by the completion date. We recommend that you speak to your bank about the best method to do this.**

On the day of completion, we will pay the purchase price to the seller's solicitor. Once received, their solicitor will confirm that the transaction has completed and will authorise the release of the keys by the estate agent.

#### INITIAL STEPS

The seller's solicitor will send us a draft contract and other legal documentation relating to the property title. Included in this will be a plan of the property, which we will send to you.

**We will need you to look at the plan and confirm whether it is correct before we can order searches.**

We then order searches on your behalf, which take on average 2-3 weeks to complete.

**If the property is leasehold, the seller's solicitor will also send us the leasehold management pack from the landlord or management company. This sometimes incurs a fee, and so we may ask you for this.**

#### THE CONTRACT PACK & SEARCHES



#### ENQUIRIES & REPORT

**Before we can exchange, we will need your signed contract and your deposit. It is also important that you insure the property from the date that exchange takes place.**

Once we have reported to you and any issues have been resolved, we will be in a position to exchange contracts. This binds both you and the seller to the sale and sets a completion date. This is the point where the deposit is given to the seller.

**Please note that the completion date is not set until we have exchanged contracts, and so it is advisable that you do not commit to expenses such as booking removals or giving notice to your landlord until we have exchanged.**

#### EXCHANGE OF CONTRACTS



#### COMPLETION

We will pay Stamp Duty Land Tax on your behalf and register your interest in the property with the Land Registry.

Once the property is registered, we will send you a copy of the new Land Registry Title Information Document.

If the property you are purchasing is leasehold then we will also notify your Landlord of the change of ownership.

#### AFTER COMPLETION

