



Buying a Property

Key Legal

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Memorandum of sale received from Estate Agents



Client care letter sent (we need):-
- Signed Instruction form
- Completed Client information Form
- ID



We receive the **draft contract of sale pack** from the Seller's solicitors and provide advice on this

We request **searches** on the property (if applicable)



We receive a response to the searches and raise enquiries and/or give advice on these.



We raise any enquiries with Seller's solicitors



We receive replies to enquiries from Seller's solicitors



We send or meet the client to have the documents signed.



We are then ready to proceed.



We receive a **mortgage offer** from your Lender (if applicable)



We receive **deposit /balance monies** from the client to complete the purchase (if applicable)



We arrange a completion date with the Seller's solicitors on your behalf



CONTRACTS ARE EXCHANGED



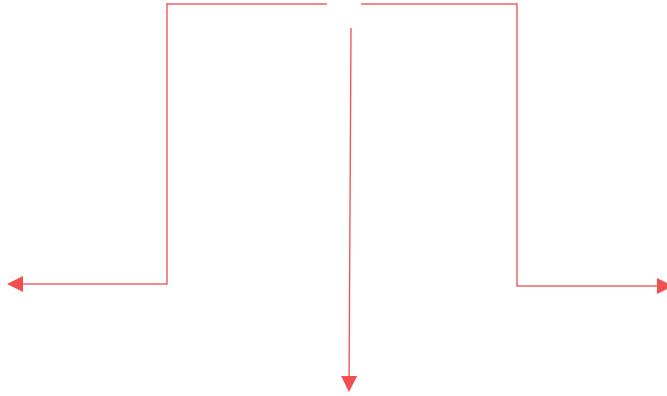
We prepare a draft Transfer document for approval by Seller's solicitors



We apply for mortgage monies (if applicable)



We receive the mortgage monies (if applicable)



We apply for the pre-completion searches



We receive clear searches

COMPLETION

and the property is formally purchased for you



We complete and send on your behalf the Land Transaction Return form to Inland Revenue for stamp duty



We apply to the Land Registry for you to be named as registered owners of the property



We receive confirmation of this registration from the Land Registry



We confirm this registration to you and mortgage lender (if applicable)

