



Guide to Buying a Property

Your conveyancer will ...

Write to you to confirm instructions, request your ID and source of private funding and cheque

Receive your formal instructions
Request the contract papers
Undertake relevant searches and raise enquires

You will ...

Provide appropriate ID, completed forms, cheque and evidence of private source of funding
Apply for your mortgage
Arrange a survey of the property
Arrange for deposit monies in long term savings accounts to go on notice

Check the boundaries of the property
Inspect the property and advise solicitors of any alterations or additions to the property that you have found (ie. new windows, extensions, loft conversions, walls removed, etc)
Ensure that paperwork received from your mortgage company is returned to them completed and signed

Check out local removal companies

Prepare report and documents for your approval and signature

Arrange for cleared deposit funds to be made available to solicitor
Arrange buildings insurance and appropriate life insurance cover (these should go on risk from exchange of contracts)

Negotiate exchange and completion dates with the chain

Return signed documents to solicitors
Reinspect the property to ensure that the state of the property has not altered since last visit

Exchange contracts
Issue final completion statement to you

Put insurances on risk
Confirm removal arrangements

Your mortgage company will ...

Check that you are eligible for a mortgage
Arrange to have a valuation report carried out on the property

Send Solicitors the mortgage offer and instruct them to check:

- title deeds and document to the property
- the proposed contract with the seller
- searches carried out against the property
- any other information relevant to the mortgage company

Receive request for mortgage advance from solicitors

Conduct final searches

If not already done so, return signed transfer and SDLT form to solicitors

Release mortgage funds for completion

Complete

Collect keys and move in

Receive title deeds from sellers solicitors
Pay Stamp duty land tax due
Register ownership of property with HM Land Registry
Deal with storage of papers