



1

First initial consultation

This can either be at our offices, at your home, over the telephone or by email - whichever suits you best. We'll discuss your property transaction and provide you with a personalised fixed fee quotation. We'll also carry out ID checks and complete our authority to act forms.

2

Instruction

We'll receive a Memorandum of Sale (a document which lists the details of the agreement) from the estate agents and confirm instruction to all parties.

4

Exchange of contracts

Any remaining searches will be carried out and contracts will be exchanged with the other parties. The purchase now becomes legally binding. We'll normally be required

3

Pre contract stage

On receipt of the contract package from the seller's solicitors, we'll check the document carefully - any searches required will be requested and any enquiries raised will be sent to the seller's solicitor. Findings will be reported back to you along with documents to check and sign. We'll check your mortgage offer and liaise with all parties to reach an agreed exchange and completion date.

5

Completion and payment of fees

Once we have sent the purchase money to the seller's solicitors by secure, telegraphic transfer (a way to get the money transferred the same day), we'll advise you that completion has taken place. You'll be able to pick up the keys to your new home as per the arrangements made with your estate agent. We'll require all completion funds prior to completion.

6

Post completion

We'll complete your stamp duty land tax return, paying any tax due. An application to HM Land Registry will be made to register your name on the property and a copy of the title deeds (the document which states you own the property) will be sent to you and your lender once ready.

to provide a deposit of 10% to the sellers' solicitors. A mortgage advance will be requested from your mortgage provider and the transaction for completion will be set up.

Ready for the next step?

We've tried our best to illustrate the normal stages involved in buying a property - but please note that every case is different.

We'll always advise you individually and make you aware of any extra stages required where we can.

