

A USUAL PURCHASE PROCESS

WHAT THE SOLICITOR HAS TO DO	WHAT THE CLIENT HAS TO DO
	Offer accepted so instruct chosen Solicitor and provide them with initial information about the Property.
Solicitor receives instructions from client and sends out client care/instruction pack.	Return to Solicitor all required information/documentation regarding the Property and financial arrangements i.e. mortgage. Provide Solicitor with original Identification and make payment for searches.
Unless Solicitor has been instructed to delay checking the contract and submitting searches until the outcome of the client's survey is known Solicitor receives and checks contract documentation and raises any queries, sends client a legal report upon the legal title to the Property and applies for searches (searches take approximately one to two weeks).	Instruct Solicitors to proceed further and apply for searches and review contract once happy with survey. If already happy to proceed then carefully read through legal report received from Solicitor and query anything unsure of/reply to any request for further information from Solicitor.
Receives client's mortgage offer and provides a mortgage report letter to client. Receives search results and provides search report letter to client and asks client to attend office.	Receives his copy of mortgage and checks the offer shows the correct address, amount and rate (if obtaining a mortgage). Reads report letters from Solicitor and attends office to sign the necessary documents and discuss enquiries.
Discuss and agree completion date once parties to the transaction are all ready. Apply to mortgage lender for release of mortgage funds ready for the completion date.	Agrees completion date and pays deposit to Solicitor.
Exchanges contracts and then and notifies client.	
Prepares completion statement and requests balance completion funds from client.	Pay balance to complete.
COMPLETION DATE Receives mortgage monies (if required) sends full purchase price less any deposit to Seller's Solicitors and telephones client once keys are released.	COMPLETION DATE Collect keys from estate agents/seller.
Solicitor attends to notification and payment of stamp duty (if applicable) to the Inland Revenue and registration of the property at HM Land Registry.	
Sends copy Title Information Document and any pre-registration deeds to client.	