


A usual purchase process

How long it will take from your offer being accepted until you can move in to your new home will depend on a number of factors. The average process will take between 8 and 10 weeks but it can be quicker or slower depending on the parties in the chain, and any complications which may arise in any of the transactions throughout the chain. The chart below shows the standard procedure for the purchase of a property. Our Residential Property Team will talk you through the procedure and likely timescales in more detail once the specifics of the purchase and the chain are known.

WHAT THE SOLICITOR HAS TO DO	WHAT THE CLIENT HAS TO DO
	Offer accepted
Solicitor receives instructions from client	Instruct Solicitors - Provide Solicitors with information regarding the Property and financial arrangements i.e. mortgage. Provides Solicitor with original Identification. Provides the Solicitors with a copy of the HIP (if applicable).
Receives and checks contract documentation and raises any queries, sends client copy of Sellers Property Information Form and Fixtures, Fittings & Contents Form.	Send cheque for searches once happy with survey.
Send searches once received cheque from client (searches take approximately two weeks).	Checks Sellers Property Information Form and Fixtures, Fittings & Contents Form and raises any enquires.
	Receives his copy of mortgage and checks the offer shows the correct amount and rate.
Receives search results and mortgage offer and sends client report letter and asks client to attend office or sends documents to client for signature.	Reads report letter and attends office with deposit or /signs and returns documents and deposit/balance to complete.
Prepares transfer deed and confirms completion date with Seller's Solicitors.	Agrees completion date with Seller.
Exchange contracts.	
Send Transfer to client for signature.	Signs Transfer.
Prepares completion statement and requests funds from Lender	Pays balance to complete (eight working days before completion if personal cheque).

<p>COMPLETION DATE</p> <p>Receives mortgage monies, sends full purchase price less any deposit to Seller's Solicitors and telephones client once keys are released.</p>	<p>COMPLETION DATE</p> <p>Collect keys from Estate Agents once informed that these have been released.</p>
<p>Solicitor attends to stamping (if applicable) and registering the property.</p>	
<p>Sends copy Title Information Document and any pre-registration deeds to client and/or Lender.</p>	

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