


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 16 weeks but it can be quicker or slower depending on the parties in the chain, the type of property being purchased (some properties such as flats for example require information to be obtained from third parties) 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 and source of funds and wealth information. Makes relevant payment on account to Solicitor.
Receives and checks client paperwork, contract documentation received from Seller's Solicitors and raises any queries, prepares draft Transfer Deed, sends client a copy of the property's boundary plan, Sellers Information Form and Fixtures, Fittings & Contents Form.	Makes payment for searches once happy with survey if not already paid. Checks and approves boundary plan.
Send searches once payment received from client (searches take approximately two weeks but this can vary from Council to Council.)	Checks Sellers Property Information Form and Fixtures, Fittings & Contents Form and raises any enquires.
	Where applicable receives own copy of mortgage offer and checks the offer shows the correct amount and rate etc.
Receives search results and mortgage offer and sends client report letters, completion statement and asks client to attend office or sends documents to client for signature.	Reads report letters and attends office/ signs and returns legal and mortgage documents and makes arrangements to transfer deposit/balance to complete.
Confirms completion date with Seller's Solicitors.	Agrees completion date with Seller.

EXCHANGE CONTRACTS	Triggers buildings insurance and pays balance to complete.
Carries out pre-completion Land Registry searches and requests mortgage funds from lender.	
COMPLETION DATE Receives mortgage monies, 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 once informed that these have been released.
Deals with any notices or legal documents that may need to be served on third parties (such as landlords or management companies).	
Solicitor attends to payment of Stamp Duty Land Tax (England) or Land Transaction tax (Wales) (if applicable) and registers the property at HM Land Registry.	
Sends copy Title Information Document and any pre-registration deeds to client and where required Lender.	

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