

Congratulations on having you offer accepted!

Here is a brief guide to the key milestones of the purchasing process.

Instructing your solicitor/conveyancer

You have provided us with your solicitor/conveyancer details and this has enabled us to issue the notification of sale to all parties. To move forward you will now need to confirm the appointment of your chosen solicitor/conveyancer by completing their instruction forms, ID checks and also depositing money on account for them to apply for various searches and legal documents.

Issuing a draft contract pack

IMPORTANT – Please note your solicitors will not be able to commence work on your file and confirm they have your written authority instructions to act until you have completed the above step.

This will result in the sellers' solicitor/conveyancer not issuing a draft contract pack to your solicitor/conveyancer and will result in unnecessary delays from the outset.

NB A condition of the marketing of the property being withdrawn from the market is that your solicitor confirms they have been appointed within 7 days of the notification of sale being issued by us. So, it is vital that you complete and return these documents to your solicitor within these timescales.

If you are unable to meet this timescale then you **must** inform us immediately so we can take instructions from the seller/s.

Completing your mortgage application

If you are financing the purchase of your new home with a mortgage or another type of financial loan, it is important to complete the application process as soon as possible, typically we would expect the mortgage application to be completed and submitted to the lender within 7 days of the notification of sale being issued.

NB If for any reason you are unable to complete your mortgage application within these timescales then please notify us immediately.

Arranging a mortgage valuation or private building survey

As part of your mortgage application process your lender will require a mortgage valuation survey to be carried out at the property. This can sometimes be carried out remotely and sometimes a physical inspection is needed. The person arranging your mortgage will be able to keep you advised of the progress with the mortgage valuation survey and results.

Should you wish to arrange a private building survey on the property, we would recommend arranging this immediately. In our experience and particularly at peak times most companies require at least a two/three week lead in time to conduct the survey and a further week after the inspection to issue their report to you.

Specialist Reports

On some occasions your surveyor may recommend that you need further specialist reports or inspections carried out and this is another reason why it is best to have the building survey carried out as early as possible.

Contract of Sale Pack

Your solicitor will prepare a contract pack and report for you to review and sign. This report will highlight any important information you need to be aware of. We recommend that you review and sign this document immediately and that it is returned to your solicitor by hand or if posted that you send it by recorded/tracked delivery.

Preparing your deposit funds

Your solicitor will require you to transfer a monetary deposit to them ahead of exchange of contracts taking place. We recommend you arrange your savings/deposit funds into one account as soon as possible and so it is a simpler process when you are requested to transfer these funds to your solicitor.

NB If your deposit funds are being gifted/provided by a relative or friend then you must inform your solicitor/conveyancer immediately so they can advise you what further information on the source of funds they will require.

If your deposit funds are in a Lifetime ISA or a similar savings scheme it is important to ensure you understand the notice periods required to withdraw these funds and take the appropriate action as soon as possible.

Exchange of contracts

Once all parties in the chain have signed and returned their contracts the solicitors will be able to discuss and agree a moving/completion date with all parties. We recommend providing a selection of convenient dates that you would be able to move on so that a mutually agreeable date between the chain can be agreed more quickly and exchange of contracts can then occur.

NB If you are currently in rented accommodation and are required to provide notice to your landlord or if there are any specific dates over the coming months, it is important that you make us and your solicitor/conveyancer aware immediately so that this can be communicated with all parties at the earliest opportunity

Additional Tips

To aid a swift and smooth purchase transaction we would also recommend the following:

- Maintain regular communication with your solicitor and Estate Agent throughout the process.
- Remember to budget for additional costs such as stamp duty, legal fees, mortgage application and survey costs as well as moving expenses.
- You will need to put in place a buildings insurance policy on exchange of contracts so we would advise seeking advice on this as early as possible.