

# Buying a Property

Whether you are a first-time buyer or have a portfolio of properties, at Spratt Endicott we want to ensure the conveyancing process for purchasing your property is as smooth and stress-free as possible.

Here is a checklist to help you understand the key stages of the buying process:

## When you have found a property you want to buy we will:

- ▶ check the contract and the title deeds of the property
- ▶ sort out any problems that are revealed by such checks
- ▶ make all relevant conveyancing searches
- ▶ make sure all relevant documents are signed and held by us

## Your mortgage lender will:

- ▶ carry out a valuation of the property
- ▶ send the mortgage offer to you and instructions to us

## You will need to:

- ▶ have the property surveyed (to be sure it is structurally sound)
- ▶ arrange provisional building insurance (it will need to be effected at exchange of contracts)
- ▶ raise any concerns you have about the property (or neighbouring properties) with us
- ▶ make provisional removal arrangements

## When the contracts are exchanged we will:

- ▶ fix the completion date
- ▶ send the deposit to the seller's solicitor
- ▶ request the mortgage funds from your lender
- ▶ conduct the final searches
- ▶ provide you with a completion statement (financial summary) of the transaction

## You will need to:

- ▶ confirm your building insurance
- ▶ confirm your removal arrangements now that you have a definite moving date
- ▶ arrange for meter readings to be taken on the day you move in
- ▶ notify your change of address to all relevant parties, including banks, building societies, credit card companies, insurance companies, DVLA, doctors, dentists, Post Office and Council Tax Office etc.

## On completion we will:

- ▶ send the purchase money to the seller's solicitor and receive the deeds and documents of your new property in return
- ▶ pay any Stamp Duty Land Tax payable on the purchase price
- ▶ register your ownership with the Land Registry
- ▶ send you a copy of the title deeds confirming your ownership of the property

You will be able to collect the keys from the estate agent (at an agreed time) and move into your new home.

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  


## Communication

Buying and selling a property can be a very stressful time, for everyone. At Spratt Endicott we fully appreciate this and we will do our utmost to keep you fully informed of events, as they happen, and make sure you have as much time and as much information as possible. In turn you must ensure that you communicate with us, respond to any request for information quickly and sign and return documents etc. in the timescale required.

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