



# STEP BY STEP GUIDE TO BUYING YOUR PROPERTY



TELEPHONE  
**01384 371622**  
WWW.WJCLAW.CO.UK

**1** Once you have had your offer accepted on the property you wish to purchase, you need to formally instruct us to act on your behalf. We will send to you a client care pack containing forms which you will need to complete. The Estate Agents will issue a memorandum of Sale confirming the purchase price, the Sellers's and their solicitors' details. If you are having a mortgage you will also need to let your Lender know we are acting on your behalf.

**2** You will need to return the client care pack to us together with search fees and information regarding the source of funds (i.e bank statements showing where the deposit is coming from). Please note that if the deposit is coming from a third party, we will also need evidence of source of funds and identity documents from the third party.

**3** Once we receive the contract pack from the Sellers' solicitors, we will put in hand the searches (usually Drainage, Coal Mining, Environment and Local). We will review the contract documentation and raise enquiries with the Sellers' Solicitors.

**4** Your Lender will arrange a surveyor to visit the property, usually if the surveyor his happy with the property, a mortgage offer is issued. This offer will be sent directly to us. Please note that once we are in receipt of the mortgage offer, we may have to report any anomalies to your lender and ask for their permission in order to proceed.

**5** Once we are satisfied with the replies to enquiries provided by the Seller, the search results and the results of the survey we will be in a position to proceed. It is important to note that whilst we may be ready, it does depend on the remainder of the chain and what stage they are at in their own related transaction.

**6** We will obtain your signatures to the contract, transfer deed, mortgage deed and the Stamp Duty Tax Return in readiness for exchange of contracts.

**7** We will also prepare a completion statement and your bill. You will then need to arrange to transfer your deposit to us prior to exchange of contracts.

**8** Once a date has been agreed for Completion, we will request the funds from your Lender and seek your authority to exchange contracts. Please note that the rest of the chain will also need to be ready. We will also need the balance of the funds at least five working days prior to completion.

**9** Once we have been able to effect exchange of contracts, the parties become legally bound by the contract and must complete on the completion date stipulated in the contract.

**10** On the day of completion, your mortgage funds will be with us and we will telegraphically transfer the completion monies to the Seller's solicitors. Upon receipt of the money, the Seller's solicitors will release the keys to the property via the Estate Agent. We will contact you as soon as it completes so you can arrange to collect your keys.

**11** We will arrange to pay any stamp duty which is due, and on receipt of the Transfer document from the Seller's Solicitors, we will arrange to register the property at the Land Registry.