



BUY YOUR PROPERTY IN 10 STEPS

1

Offer accepted

Instruct your Solicitor to carry out the legal work on the purchase of your property. This is also known as conveyancing.

Provide your Solicitor's details to the Estate Agents.

The Estate Agent will prepare a Memorandum of Sale detailing the Seller and their Solicitors.

2

Retainer Letter

Your Solicitor will send a retainer letter to you which sets out their fee and work your Solicitor will carry out on your behalf.

Sign and return the letter along with proof of your identity.

You will also be asked for evidence of your source of funds. I.e mortgage, savings, gift.

You will send money on account of searches on the property (local authority, environmental, drainage, planning etc.).

3

Mortgage and Survey

You will apply for your mortgage, either through a Broker or you may choose to do this direct with a bank.

Your lender will arrange a valuation.

If you have decided to get a Homebuyer's survey you will instruct your Surveyor.

4

Contract Pack

The Seller's Solicitor will send the contract pack which includes:

- Title Deeds
- Land Registry Office Copies
- Protocol Forms (Information forms completed by the Seller) together with any documents such as Building Regulation Approvals, Planning Permissions, Installation certificates etc.
- Lease (if applicable)

5

Searches and Enquiries

Your Solicitor will review the legal documents and your survey and raise enquiries.

6

Report

Once the Seller's Solicitor has replied to all enquiries, the search results are complete and your mortgage offer has been issued, your Solicitor will send a report to you together with the documents (contract, transfer deed and mortgage deed) for you to sign.

Proposed completion dates can be agreed.

You will return your signed documents and transfer your deposit (usually 10%).

7

Exchange of Contracts

8

Statement of account

Your Solicitor will request your mortgage funds and send a completion statement to you showing the balance required from you for completion.

9

Completion

Your Solicitor will transfer the purchase money to the Seller's Solicitor and once it has been received completion has taken place and the keys will be released.

You collect the keys from the Estate Agents and move into your new home.

10

Post-Completion

Your Solicitor will:

- Submit your Stamp Duty Land Tax (SDLT) return and pay your Tax.
- Submit the application to the Land Registry to register you as the new owner.
- If leasehold – serve a notice to the Landlord that you are the new owner and pay their fee.



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Although helpful, the brief information included in this document is intended as a guide only and does not constitute legal advice. For more detailed information regarding any of the matters raised in this document tailored to suit your specific circumstances please contact a member of our team.

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