

# Purchasing a residential or buy-to-let property

This guide helps to explain what is involved with each stage of the legal process.

- 1 Instruct your conveyancer or request your Mortgage Adviser to do so. Your Mortgage Adviser will confirm the conveyancer's contact details once instructed.
- 2 The conveyancer will send you an email or letter which is usually called a "Client Care Pack". This email/letter will confirm that your case is now open and will list their initial requirements. The conveyancer is unlikely to start work until they receive these document from you.
- 3 Once your conveyancer receives your Client Care Pack they will start working on your case. They will check your identification, to ensure it meets their requirements. As mentioned in our email, if we hold the correct identification on file, we will send this to them on your behalf.
- 4 The required searches will be ordered for your new property.
- 5 Your seller's conveyancer will draw up a legal contract to send to your conveyancer and will answer any initial questions. This would usually contain the property's title and standard forms to be completed by the seller regarding the property.
- 6 Your conveyancer will request some money from you upfront, to enable them to start completing property searches on your new property. They will not start this process until they receive the money requested.
- 7 Your conveyancer will check the contract drawn up by the sellers conveyancer and they will liaise until a final version has been agreed. Your conveyancer may raise a number of questions called 'enquires' based on the information in the contract.
- 8 Your Mortgage Offer will be issued by the lender and sent across to your conveyancer. The conveyancer will check this document thoroughly to ensure all conditions and legal requirements are satisfied.
- 9 Once the results of the searches have been received, your conveyancer will raise further questions (enquires) if necessary, with the seller's conveyancer.
- 10 Once all your documents have been received, the conveyancer will request your deposit in preparation for "exchange of contracts".
- 11 A detailed report is sent to you for you to review and return to the conveyancer if you are happy.
- 12 Your seller's conveyancer will reply to all the enquiries with the clients responses or relevant information. If these are not fully answered your conveyancer will ask more questions 'enquiries'.
- 13 As soon as all of the parties in your chain have agreed to a completion date, contracts can be formally exchanged. At this point you are legally committed to purchasing the property.
- 14 Your conveyancer will send you a completion statement and request the funds from your new mortgage lender. On completion day, the seller will leave the property and you can then pick up the keys to the property (usually from your estate agent). The conveyancer will send the funds from your mortgage lender to the sellers conveyancer and pay HMRC the relevant stamp duty.