

When Service Wins

A guide to moving house

We offer a high quality conveyancing service with straightforward advice and updated information at every stage of your transaction.

“A professional, speedy, no nonsense service which was exactly what we were looking for. Excellent value for money too!”



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Sale

Detailed below is a general guide to the process of your house [sale](#).

- 1 **Confirmation of instructions** evidence of identity and money on account received from you.
- 2 **Property Information Form** and Fittings and Contents Form received from you completed.
- 3 On receipt of above, **Contract** and supporting documents sent to the buyers solicitors.
- 4 **Contract** sent to you for signature.
- 5 **Redemption figure** requested if mortgage on property.
- 6 Reply to any enquiries buyers solicitors may raise. If any require your personal knowledge then we obtain your replies to the same.
- 7 When buyer's solicitors are satisfied, and following a discussion with you, we agree a **completion date** and **exchange contracts**.
- 8 On exchange the **completion date** is legally binding.
- 9 **Final redemption statement** from your lender requested.
- 10 Your signature to **Transfer** obtained.
- 11 **Estate Agents account** obtained and approved.
- 12 We prepare the **completion statement**.
- 13 On **completion** we receive **sale monies**. When monies received we then pay existing mortgage (if any) and pay your **Estate Agents account**.
- 14 Pay the **balance** to you either by cheque or telegraphic transfer (if not buying alternative property).

Purchase

Detailed below is a general guide to the process of your house *purchase*.

- 1 **Confirmation of instructions** evidence of identity and monies on account for search fees received.
- 2 **Contract documents** received from Seller's solicitors.
- 3 **Searches** submitted. **Results** reported to you.
- 4 **Plan** and initial report forwarded to you for **comment**.
- 5 We raise any **additional enquiries** with the Seller's solicitors
- 6 When **mortgage offer** received we report to you to ensure you are aware of the general terms.
- 7 When we are satisfied with responses from the **Seller's** solicitors we report to you.
- 8 When you confirm you are satisfied we will forward to you all **documents for signature** and request the **balance due from you**.
- 9 We will ask you for a suggested **date for completion**.
- 10 **Contracts are exchanged** when: 1) All parties agree a date for completion 2) We are in receipt of all signed documents 3) We are in receipt of the balance due from you.
- 11 The **completion date** is fixed. *This is legally binding on both parties.*
- 12 When a completion date is agreed we submit the Certificate of Title to your Mortgagees requesting **mortgage funds**.
- 13 On the day of **completion** we forward the **balance** to the Sellers solicitors.
- 14 Once funds are received by the Seller's solicitors they will **release the keys** via the Estate Agents
- 15 **You obtain your keys from the Estate Agents**
- 16 We attend to payment of **Stamp Duty Land Tax** (if applicable).
- 17 We then register your interest in the property with the **Land Registry**. We forward a copy of the completed Register to you for you to keep safely.

Check list

A suggested guide for change of address notification

Financial

- Accountant
- Bank
- Building Society
- Credit agreements
- Employer
- Independent Financial Advisor
- HM Revenue and Customs
- Life and Home Insurance
- Pension
- Personal Insurance
- Premium Bonds
- Savings and Investments
- Shares
- Social Security/National Insurance

Services

- Gas provider
- Electricity provider
- Water company
- Local authority / council tax
- Internet service provider
- Mobile telephone
- Telephone provider
- Television licence
- Television provider
- Passport office
- Solicitors*

Medical

- Blood donor service
- Dentist
- Optician
- Private health care
- Vet

Social and education

- Clubs and societies
- Family and friends
- Magazine subscription
- Professional bodies
- Schools
- Sports and leisure clubs

Transport

- Breakdown organisations
- Car/motorcycle tax/log book
- Driving licence

Purchasing

- Guarantees/service agreements
- Internet accounts
- Store and loyalty cards
- Appliance rental
- Credit card companies
- Catalogue and mail order

*When you are moving house or buying your first home it is vital to make or update your Will. Call our **Wills team** on **0113 320 5000** for your **FREE** no obligation consultation.