

FREQUENTLY ASKED QUESTIONS

“HOW LONG WILL IT TAKE?”

- There are no hard and fast rules as to how long it takes to complete a conveyancing transaction.
- On average the process takes about 8-10 weeks to reach completion.
- If you are involved in a “chain” then you will not be able to exchange Contracts and fix a completion date for your transaction until everyone involved in the chain is also ready to exchange.
- If the timing of completion is important to you, then please do not hesitate to discuss it with us.

“WHAT IS INVOLVED IN A SOLICITOR’S WORK IN BUYING OR SELLING A PROPERTY?”

Sale

- We obtain your title deeds from your current mortgage lender if your property is mortgaged
- We obtain up to date copies of your title deeds from the Government Land Registry
- We prepare and send out a draft Contract for the sale of your property to your buyers Solicitors together with copies of your deeds and the Property Questionnaires you have filled in for us.
- With your help a reply to any questions raised by your buyers Solicitors
- We agree the terms of the Contract with your buyers Solicitors and have it signed by you
- After Contracts have been exchanged we obtain a statement showing the amount required to repay your mortgage, if you have one and the commission invoice from your estate agent.
- We approve the final Transfer document for your property, which is prepared by your buyers Solicitors and send this to you for signature.

Purchase

- We receive a draft Contract for the sale of the property you are buying from your sellers Solicitors together with copies of their title deeds

- We also receive the Property Questionnaires which your sellers have completed and send a copy of these to you
- We send our Local Search to the District Council if one has not been provided in the Home Information Pack relating to the property
- We send a search to the Drainage Authority and also make an Environmental Search again if not already provided in the Home Information Pack
- We obtain your sellers replies to any questions you have asked us to raise concerning the property
- We receive a copy of your mortgage offer from your mortgage lender
- We report to you on the property you are buying and send you the Contract to sign
- We have the mortgage deed signed by you
- Once Contracts have been exchanged, we notify your mortgage lender of the completion date and obtain the mortgage advance money from them in time for that date
- We prepare the final Transfer document for the property and send this to your sellers Solicitors for signature by the sellers

“WHEN CAN I BOOK MY REMOVAL COMPANY?”

- It is not possible to guarantee that a completion or moving date discussed at an early stage will prove feasible
- Any completion date tentatively agreed before Contracts have been exchanged is not legally binding
- If you make your removal arrangements before Contracts have been exchanged, you run the risk of having to cancel the arrangements, possibly at very short notice and of paying any cancellation fees incurred
- You should not book a removal date before Contracts have been exchanged

“WHO IS RESPONSIBLE FOR HAVING THE METERS READ?”

- You will be responsible for having the gas and electricity meters read and your telephone transferred on the completion date.
- You are also responsible for contacting the Local Council and Water Authority to obtain final figures for Council Tax and Water Rates

“DO WE NEED TO SEE YOU ON THE DAY OF COMPLETION?”

- You should not need to see us on the day that you move
- The keys to your new property will usually be left with the estate agents to have arranged the sale
- A key and access to your new property is usually available between about 12pm and 2.30pm on the day of completion

“CAN I COME AND SEE YOU IF I HAVE ANY QUERIES?”

We will be happy to see you to discuss your Conveyancing transaction. However, to avoid disappointment should the person you wish to see not be available, please telephone for an appointment before calling to see us

“WILL YOU RING ME BACK IF I TELEPHONE YOU AND AM UNABLE TO SPEAK TO YOU IMMEDIATELY”

- We will return your telephone call as soon as we reasonably can
- If you call us before 3pm, we should be able to return your call the same working day. Alternatively, if your call is after 3pm then if we are unable to return your call the same day, we will ring you the next working day

“WHAT IS A LOCAL SEARCH?”

- The Search carried out with the Local Authority reveals information about the property you are buying held by the various departments at the Local Authority.
- The Local Search relates only to the property that you are buying

- The Search will not reveal information (for example details of planning applications or consents) about any nearby or neighbouring properties.
- We can carry out an additional search on your behalf for an additional fee which details planning applications, information on land use policies and flood plains for the property you are buying and the surrounding area within mainland Britain. Please ask for further information if you would like this search carried out
- Alternatively, you can make an appointment with the Planning Department of the Local Authority to inspect their records relating to the property you are buying

“DO I NEED TO HAVE A SURVEY CARRIED OUT?”

- It is advisable in all cases for you to commission a private structural survey of your new home. Although your mortgage lender will arrange for a valuation of the property you are buying, in most cases this involves only a cursory inspection and you may not have a claim against the Valuer if he makes a mistake
- As your Solicitors we are not qualified to advise you on the physical condition of the property you are buying or other matters such as the drains serving it and you must rely on your Surveyor's advise in this respect

“DO I NEED TO PAY A DEPOSIT WHEN CONTACTS ARE EXCHANGED?”

- A deposit is payable on exchange of Contracts whenever you buy a property
- The amount of the deposit usually ranges from 5% to 10% of the purchase price
- If you are selling one property and buying another, it is usually possible to arrange for the deposit paid by your buyers to be used towards the deposit you are due to pay