

New Homes - Conveyancing Process

Initial Sales Process

- Reserve the property by paying a **Reservation Fee** and filling in the form.
- Arrange your Mortgage and instruct a Solicitor to act on your behalf.
- **The Memorandum of Sale** is produced and sent to both Solicitors.

Instruction

- The Solicitor acting for you will confirm instructions by sending you a letter with terms of business and cost of fees and disbursements and carry out identity checks.
- Once you instruct your Solicitor, the **Conveyancing** Process can begin.
- The Solicitors will send initial letters to one another to confirm that they are acting.



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Mortgage

- Your **Independent Financial Advisor (IFA)** will find the best Mortgage for you.
- A Surveyor will carry out a **Valuation** of the property.
- You will receive a **Mortgage Offer** which will be approved (**Mortgage Approval**) and a **CML Certificate** provided by the sales agent.

£1%

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Contract Pack

- The Seller's solicitors will provide a **Draft Contract Pack** to your Solicitor with all of the information about the property you are purchasing.



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Searches

- Your Solicitor will submit **Searches** on the property.



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Enquiries

- Your Solicitor may raise **Additional Enquiries** with the Seller's Solicitor on the Contract paperwork and Searches.
- When your Solicitor is happy with the information they have received and it satisfies your **Lender** requirements, you will receive a **Report on Title**.



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Complete Date Discussed

- You sign all of the documents needed and pay a **Deposit**.
- A Completion Date is agreed **Or Completion on Notice**.



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Exchange of Contracts

- Once you **Exchange Contracts** it's legally binding.
- The Seller's Solicitors will send a Completion Statement and your Solicitor will request Mortgage Funds.



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Completion

- On the **Completion** Date your Solicitor will send completion monies to the Seller's Solicitors.
- The Seller's Solicitors will authorise the release of the keys to you via the sales agent.
- Congratulations you now own your new home!



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Post Completion

- The **Aftercare Team** will carry out a demonstration of the property with you. A Home User - Guide will also be provided.
- You will be assigned a dedicated **Leasehold Manager**.
- Take meter readings and notify the relevant utility companies as soon as you move in.
- Your Solicitor will make an application to **H M Land Registry** to register the property in your name and register your Mortgage as a Charge.



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Glossary of Terms

- **Additional Enquiries** - Once your Solicitor has been through the Contract paperwork and Searches, they may raise Additional Enquiries with the Seller's Solicitor. This is for your Solicitor to satisfy themselves that the property being purchased is both 'mortgageable' and 'sellable' on the open market.
- **Aftercare Team** - They will carry out a demonstration of the property with you and ensure that you are happy with the property you have purchased. A Home User Guide will also be provided.
- **“Caveat Emptor”** - A Latin principle meaning “let the buyer beware” and it requires you, as the Buyer, to investigate the property you are buying to discover any issues before committing to buy it.
- **CML Certificate** - This confirms that the property has been built in accordance with the plans and to a satisfactory standard. Your Lender will require this to satisfy their checks before they release funds to you.
- **Completion on Notice** - If the property is not built yet, you will agree to Complete on Notice. This will mean that the Seller's Solicitors will inform your Solicitor when the property is built and you will need to complete within a certain timeframe (usually 14 days depending on your terms).
- **Completion Statement** - This will be sent by your Solicitor. It will outline the balance of completion monies due. It should include any Mortgage funds and a Deposit paid, as well as Service Charge/Ground Rent apportionments.
- **Completion** - Your Solicitor will send by same day money transfer to the Seller's Solicitor the monies required to purchase the Property. Once Completion monies are received, the Seller's solicitor will authorise the release of the keys to you via the sales agent.
- **Conveyancing** - The legal process of transferring ownership of a property from one person to another. This is usually carried out by a Solicitor or Licensed Conveyancer.
- **Deposit** - An agreed amount (usually 5/10% of the purchase price) which is paid on Exchange of Contracts. The Sellers are legally entitled to this money if something should go wrong and the property does not complete.
- **Draft Contract Pack** - This will include all important information relating to the property which you are purchasing. Usually this will entail: Lease, Lease Plan, Agreement for Lease, Title Documents, Planning Documents, Insurance Policy, EPC, Building Regulations Certificates, Service Charge Budget etc.
- **Exchange of Contracts** - At this point both parties are legally bound to buy and sell the property for the agreed price on the agreed Completion date.
- **H M Land Registry** - A non-ministerial department that registers the ownership of land and property in England and Wales. Following Completion the Seller's Solicitor will send your Solicitor the completed Lease and they will an application to H M Land Registry to register the property in your name and register your Mortgage as a Charge.

Glossary of Terms

- **Independent Financial Advisor (IFA)** - They will establish the share of the property which you are qualified to buy, find the best Mortgage for you based on your personal needs and make an application on your behalf. We can supply you with a list of IFAs that we recommend.
- **Leasehold Manager** - A dedicated individual who can help with any queries you may have once you move in.
- **Lender** - A financial institution that lends money for the purpose of buying property.
- **Memorandum of Sale** - The sales agent will produce this document confirming the agreed price and details of the Buyer, Seller and their respective solicitors.
- **Mortgage Approval** - The Mortgage Offer will be sent to the sales agent and will be approved to ensure the terms are agreed. The Approval is then sent to your Solicitors.
- **Mortgage Offer** - Otherwise known as an 'offer of advance' is the formal document issued by a Mortgage Lender to a borrower that confirms that they are happy to advance them the money.
- **Report on Title** - This will be produced when the Buyer's Solicitors believe that enquiries have been sufficiently answered (and adhered to Lender requirements). This will outline all of the information you need to know about the property, including any adverse entries you may need to be aware of.
- **Reservation Fee** - A payment to reserve the home that you have chosen to buy.
- **Searches** - Property Searches are enquiries to find out more information about a property you plan to purchase. They are required by the Lender. These can vary but the most important are Local Search, Environmental Search and Water and Drainage Search.
- **Valuation** - An assessment of your property's value, based on the location, condition and multiple other factors.