



3-5  
working days

You have accepted an offer to purchase a property. Please contact one of our experienced Property Team members who can discuss your requirements and provide you with your personalised quotation, our terms and conditions of business and client care instruction pack. This will include the instruction forms for you to complete and return. The estate agents will issue their memorandum of sale.



2-3 weeks

We will request a copy of the title deeds, draft contract, property information form, fixtures and fittings form and landlord / management company information pack from the seller's solicitor. Once these are received your property searches can then be applied for. You will receive a report on title detailing important information about the property with a copy of the landlord / management company information pack and additional enquiries will be raised with your seller's solicitor about the documents. You will receive a copy of the enquiries with your report on title.



Typically  
4-6 weeks

Once the search results are received, we will provide you with a report on the searches and copies of the results. The timescale to receive these results can vary depending on the property location. The search results may prompt further enquiries to be made of the seller's solicitors.



3-6 weeks

The seller's solicitor will answer all additional enquiries raised with the assistance of the seller. They will also liaise with the landlord/management company in relation to any further information required from them. As soon as all enquiries are satisfied and your mortgage offer has been received, we will notify you that we will require your deposit. (Evidence of your available funds are requested in the initial information pack.) If you wish to have a home buyers survey carried out the report is usually returned to you by this stage of the transaction. Documentation can be signed in readiness for exchange and completion.



1-2 weeks

The landlord / management company may require you to sign additional documentation in relation to the covenant in the lease, becoming a member of the management company etc. These documents are usually prepared by the landlord / management company.



Less than a week

A completion date can be agreed. Once satisfactory proof of funds have been provided you can then transfer your balance due to purchase your property to us. You may be required to pay ground rent and service charge in advance. Your solicitor will calculate the amounts required and you will transfer this with your balance to us.



6-8 weeks

Exchange of contracts can then take place. On average this will be between 6-8 weeks from the date the estate agents issue their memorandum of sale.



You move!

Completion takes place. Once your seller's solicitors acknowledge receipt of the purchase monies, the seller's will vacate the property and the keys will be released to you (usually via your estate agents). You will now legally own the property. This will be on the date you and your seller agreed when the contracts were exchanged.



Notice of your purchase and any mortgage is notified to the landlord / management company by us 1-2 weeks after completion