



Robertsons
SOLICITORS

Work Specification for Clients Buying Property

The purpose of this document is to provide you with an overview of the procedures involved when buying a house.

Before Signing and Exchange of Contracts (i.e., before you are legally committed to complete)

In a straightforward transaction with no unusual problems arising, the procedure is as follows:

1. We take your instructions.
2. We receive and review particulars from the estate agent (if any).
3. We obtain contract documentation from your seller's solicitors, investigate the title, and make any necessary amendments to the contract.
4. We undertake searches with the local authority and any other relevant statutory body (e.g., water authority).
5. We raise all relevant enquiries on the contract documentation and other legal papers (e.g., boundary disputes, guarantees).
6. We liaise with the building society or broker arranging your mortgage.
7. We liaise with you on all the above matters.
8. We report to you on all the documentation, going through all the contract documentation in our report and obtaining your signatures to the purchase contract.
9. We arrange for you to sign the transfer document and your mortgage deed, and to obtain any balance of monies due from you.

Exchange

When all the above matters are dealt with and if the seller is also ready, you will be in a position to exchange contracts. This is the point at which you and your sellers will be legally bound to complete the transaction on an agreed date. We will discuss completion dates with you, bearing in mind that a particular date may have already been targeted or suggested by your sellers. We will then effect the exchange of contracts on your behalf following agreement on the completion/moving date.

After Exchange of Contracts and Before Completion (Moving Date)

You will now have a firm date for completion. You can make removal arrangements and arrange with your sellers to have the gas and electricity meters read and the telephone transferred on the completion day.

We continue with the transaction as follows:

1. We prepare the final legal documents of transfer and mortgage.
2. We carry out pre-completion searches at HM Land Registry.
3. We report to and obtain the mortgage funds from your building society (who require at least five working days' notice).

Completion/Moving Day

You will not need to see us on the moving day, but we will liaise with you by telephone. As early as possible on the morning of completion, we will transfer the purchase monies to the seller's solicitors. It is normal for the keys and access to be released to you either directly from the seller or via the seller's estate agent as soon as the purchase monies have been received by the seller's solicitors. We will discuss these arrangements with you before completion takes place.

Following legal completion we will deal with HM Revenue and Customs for the payment of Stamp Duty Land Tax (SDLT) if the property is in England or the Welsh Revenue Authority for the payment of Land Transaction Tax (LTT) if the property is in Wales. We will also handle the registration of the transfer of the new property into your name at HM Land Registry. Following registration we will send you the completed registration and a copy will be sent to any mortgage lender.

Property transactions average 23 weeks nationally, but our process is typically faster. Timescales vary based on factors like leasehold or freehold status, funding arrangements, and chain length. This brief outline explains our work. If you need more information, please contact us.