



Robertsons
SOLICITORS

Work Specification for Clients Selling Property

This document provides an overview of the procedures involved when selling a house.

BEFORE SIGNING AND EXCHANGE OF CONTRACTS (i.e., before you are legally committed to complete)

In a straightforward transaction without unusual problems, the procedure is as follows:

1. Instructions: We take your instructions.
2. Particulars from Estate Agent: We receive and review particulars from the Estate Agent (if any).
3. Contract Documentation: We obtain contract documentation from your seller's solicitors, investigate the title, and make any necessary amendments to the contract.
4. Searches: We conduct searches with the Local Authority and other relevant statutory bodies (e.g., Water Authority).
5. Enquiries: We raise all relevant enquiries on the contract documentation and other legal papers (e.g., boundary disputes, guarantees).
6. Mortgage Liaison: We liaise with the building society or broker arranging your mortgage.
7. Client Communication: We keep you informed on all the above matters.
8. Report and Signatures: We report to you on all documentation, go through the contract documentation in our report, and obtain your signatures on the purchase contract.
9. Signing Transfer and Mortgage Deed: We arrange for you to sign the transfer document and your mortgage deed, and obtain any balance of monies due from you.

When all the above matters are dealt with, and if the seller is also ready, you will be in a position to exchange contracts. At this point, you and your seller will be legally bound to complete the transaction on an agreed date. We will discuss completion dates with you, considering any suggested dates from your seller. We will then effect the exchange of contracts on your behalf following the agreement on the completion/moving date.

AFTER EXCHANGE OF CONTRACTS AND BEFORE COMPLETION (MOVING DATE)

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

Our continued actions are as follows:

1. Final Legal Documents: We prepare the final legal documents of transfer and mortgage.
2. Pre-Completion Searches: We carry out pre-completion searches at HM Land Registry.
3. Mortgage Funds: We report to and obtain the mortgage funds from your building society (which requires 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. Early on the morning of completion, we will transfer the purchase monies to the seller's solicitors. The keys and access are typically released to you either directly from the seller or via the seller's estate agent once the purchase monies are received by the seller's solicitors. We will discuss these arrangements with you before completion takes place.

Following legal completion, we will handle the payment of the Stamp Duty Land Tax (SDLT) in England or Land Transaction Tax (LTT) in Wales to HM Revenue and Customs, and the registration of the transfer of the new property into your names at HM Land Registry. After registration, the deeds will be forwarded to your mortgage lender.

This is a brief outline of our work, and we hope it helps you understand what we are doing for you. If you require any further information, please do not hesitate to call us.