The Conveyancing Process – Freehold Purchase

Receive Memorandum of Sale from the Estate Agent and request the Contract from Sellers Solicitor

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Examine Draft Contract, supporting documents and Investigate Title

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Order appropriate Searches

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Send copies of relevant documents to you for consideration

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Approve Contract and send to Sellers Solicitor along with any additional enquiries

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Check replies to enquiries from Sellers Solicitor and results of Searches

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Check Mortgage Instructions (if applicable)

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Arrange for you to sign the Contract and Mortgage Deed (if applicable) and provide the deposit as necessary

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Check provisions of Buildings Insurance and any Life Insurance

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EXCHANGE CONTRACTS

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Check with you that Buildings Insurance has been put in force

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Draft the Transfer Deed and send to Sellers Solicitor along with Completion Information and Requisitions on Title

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Examine replies to Completion Information and Requisitions on Title

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Engross the Transfer Deed and obtain your signature

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Send Transfer Deed to Seller's Solicitor for signature

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Carry out pre-completion Searches

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Submit Certificate of Title to your Lender (request for funds)

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Prepare Financial Statement for you and request Mortgage funds from your Lender

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Check results of pre-completion Searches

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Check all funds required for Completion have been received from you and your Lender

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COMPLETION

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Submit Stamp Duty Land Tax Return and payment to HM Revenue & Customs (if you have requested us to act as your agent)

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Prepare and submit application for registration to HM Land Registry

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Check Title information and documents when received back from HM Land Registry

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Send a copy of the Title and any Title Deeds to you

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Confirm Registration of Title and Mortgage to your Lender