

GUIDE TO BUYING A PROPERTY

The two main events during the course of a conveyance are the **Exchange of Contracts** and the **Completion**.

Before Exchange of Contracts

Until you have exchanged Contracts with the Seller the transaction is not legally binding on either party. This gives you the opportunity to decide for certain whether you wish to buy the property at the price that you have negotiated. However, during this period the Seller can also try and re-negotiate or even withdraw. If you are anxious to ensure that you do not lose the property you should therefore proceed to an exchange of Contracts as quickly as possible.

If you require a mortgage you should ensure that your mortgage application is submitted without undue delay. The Lender will arrange for a valuer to inspect the property and will advise you of the result of his valuation. This valuation is primarily for the benefit of the Lender to ensure that the property is adequate security for the loan. The valuer may provide details of defects or repairs that he recommends, however, you should not regard it as being a substitute for a full survey and, simply because the Lender is proposing to make you a mortgage offer, you should not assume that the property is free from defects. Most Lenders will arrange a full survey if you so require. If you do not require a mortgage you should still arrange for a surveyor to inspect the property for you. We can arrange this if you so wish. Please do not hesitate to contact us should you require advice when the valuation/survey is to hand.

We strongly advise that you do not exchange Contracts until you have received an acceptable mortgage offer in writing. Whilst you may have been given verbal confirmation that the Lender will grant a loan you should await written confirmation as conditions may be attached which you were not expecting or are unable to comply with.

Before we will advise you to proceed to an exchange of Contracts we will :

- Negotiate the terms of the Contract
- Examine the Sellers title (ownership) of the property
- Obtain and consider Information from the Seller in respect of the property
- Commission all searches relevant to the property – see our separate Guide to Searches
- Provide you with a Property Report on the documentation and our related investigations

Once we have concluded our investigations and you have obtained a satisfactory mortgage offer we will ask you to sign the Contract and to pay your deposit to us. Traditionally a Buyer is asked to pay a deposit equal to 10% of the purchase price, however, if you do not have that amount readily available we can attempt to negotiate the amount payable on your behalf. Before exchange of Contracts takes place you must be absolutely sure that you wish to proceed with the purchase as the exchange will create a legally binding relationship between yourself and the Seller and if you are unable or unwilling to complete your purchase you will face financial penalties.

Exchange of Contracts

We will affect this on your behalf with the Sellers conveyancer without you having to be present. When Contracts are exchanged it is usual for a fixed date to be inserted in the contract on which you agree to complete your purchase of the property. This is known as the Completion Date. On that day you must arrange through us to pay over the balance of the purchase price and the Seller must give vacant possession of the property to you by delivery of the keys - the only exception to this being where the property is tenanted and you have agreed as part of the Contract to buy the property subject to the tenancy. Please let us know if you have a particular Completion Date in mind as the Completion Date has to be agreed between the Seller and the Buyer. The period between exchange of Contracts and Completion varies, however, it is normal to allow at least 7 days between the two events to ensure that all necessary arrangements are made and in particular to obtain the release of your mortgage advance. Please note that we cannot complete on a weekend or a Bank Holiday.

Before Completion

Once Contracts have been exchanged we will write to you confirming the Completion Date. We will prepare the final deeds and if necessary we will arrange for you to sign any further documentation. If you are obtaining a mortgage we will ask your Lender to forward the mortgage advance to us. We will also prepare a completion statement for you showing all of the financial aspects of the transaction including our fees and specifying the amount that we require from you to enable Completion to take place. Please ensure that any monies that you have to pay to us are received in good time for clearance at least three working days before the Completion Date – a bank transfer to our account is the best course of action. It is not normally necessary for you to attend our offices on the Completion Date.

Completion

On the morning of Completion we will arrange for the balance of the purchase price to be paid to the Sellers conveyancer. This is usually dealt with by bank transfer and can take a few hours for the banks to process. The Seller or his Estate Agent may not be prepared to release the keys to you until the monies have arrived at the bank of the Sellers conveyancer and in view of this it is more than likely that the keys to the property will not be made available to you until the afternoon on the day of Completion. You are of course welcome to speak to us on the day of Completion particularly if you experience any difficulties in obtaining the keys.

After Completion

Once completion has taken place we will write to you with confirmation. We will then deal with the post-completion formalities leading to the registration of the change of ownership at the Land Registry

CHOOSE A QUALITY SERVICE FROM A QUALITY FIRM OF SOLICITORS

KOOLMOVE @ RUSSELL & RUSSELL

01204 375375