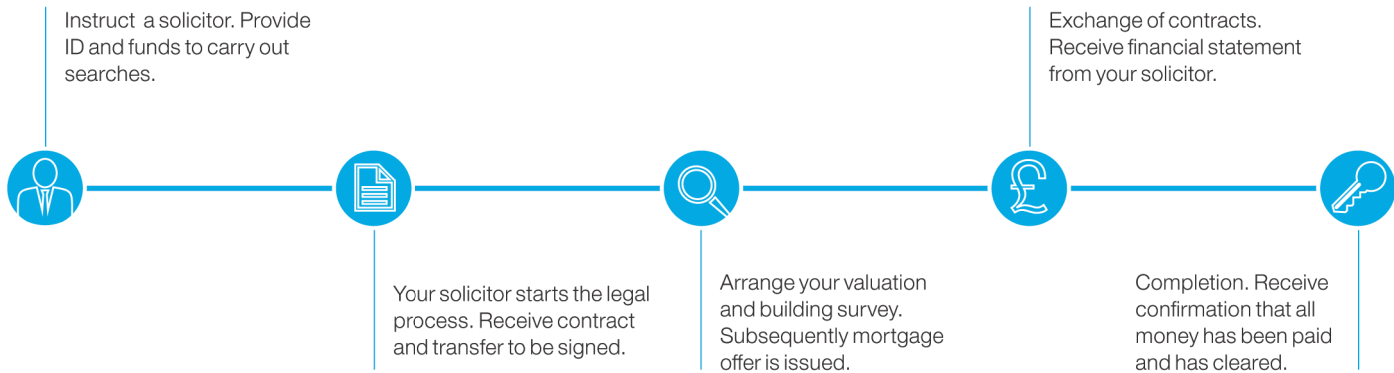


# What is next for you in the buying process?



## ACTION REQUIRED

### *Your offer has been accepted, you need to:*

1. Instruct a solicitor to act on your behalf. Complete information form and return with source of funds information, to include any monies being provided by a third party so the relevant checks can be done.
2. Provide ID for anti-money laundering checks to your solicitor.
3. Share contact details of key parties including broker, solicitor and agent.
4. Contact your broker/finance provider to arrange your valuation and building survey.
5. The vendor's solicitor sends legal pack including draft contract and other legal documents to your solicitor.
6. Pay your solicitor the funds to carry out searches.
7. Your solicitor will then carry out any necessary local authority searches. These will include information such as planning applications relevant to the property, building control history, restrictions on permitted development, nearby road schemes etc.
8. Your solicitor will then start the legal process by checking the legal title of the property in the contract pack received and will raise additional enquiries on the title investigation.
9. Your solicitor will then raise Requisitions on Title, which is a questionnaire relating to the sale of property that will ensure that key information about the property is obtained prior to completion. Your solicitor will prepare the Transfer Deed and send to the vendor's solicitor.

10. Your solicitor will report to you by telephone or letter on all legal rights and restrictions in the title. They will also send you the contract and transfer to be signed, ready for exchange.

11. Once replies to the additional enquiries and searches are received, your solicitor will report these back to you and raise any further or outstanding points.

12. You must review the legal pack which will include fixtures and fittings and respond for clarification of points if applicable.

13. Your survey report will be sent to your finance provider and subsequently a mortgage offer will be issued. You should monitor progress of this.

14. All enquires met and searches received.

15. Your solicitor will receive your mortgage offer T&Cs and will send the Mortgage Deed and any other documentation required to you to sign and return in readiness for exchange of contracts.

16. You will need to agree the amount of deposit with your solicitor who will transfer for exchange. Ensure the deposit is sent by transfer not cheque, as this can hold up the process.

### *Exchange of contracts*

17. A call will be made to both buyer and seller to confirm once again that exchange can take place. This is also when the completion date, when everyone will move, now forms part of the contract. No change to the agreement or withdrawal is now possible without financial penalty.

18. A financial statement will then be prepared by your solicitor, requesting any further monies that may be due to complete the purchase, which is needed the day prior to your legal completion.

19. Your solicitor will check the replies to Requisitions on Title received from the vendor's solicitor regarding completion arrangements.

### *Completion*

20. Your solicitor will send the purchase money to the vendor's solicitor by bank transfer and obtain the signed transfer and other legal paperwork from the seller's lawyer.

21. Once it is confirmed that all money has been paid and has cleared in the vendor's solicitors account, the vendor must move out of the property, as you now own it.

22. You will be contacted by us to arrange collection of the keys for your new property, once monies have been received.

23. Your solicitor will then arrange for payment of the stamp duty and register the transfer of ownership at the Land Registry.

#### We Can Help

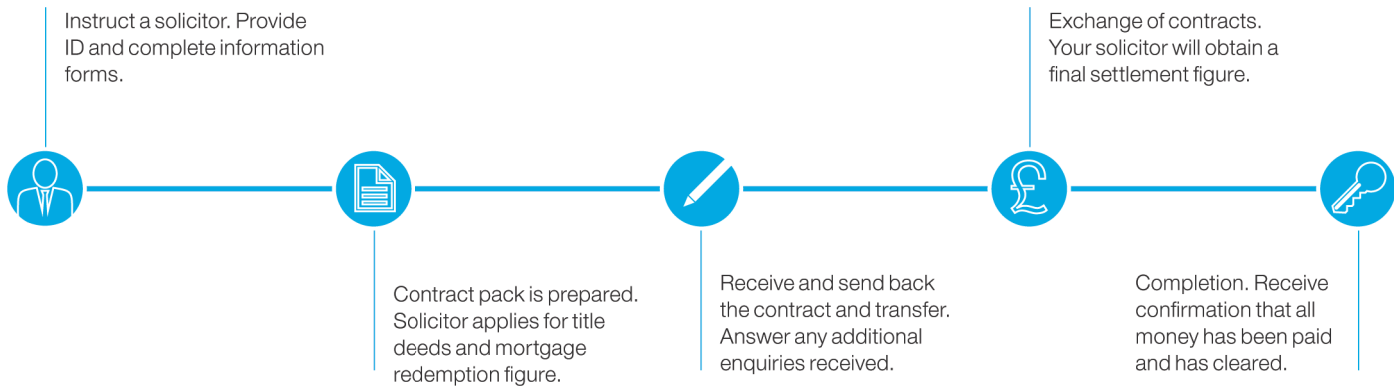
Please ask a member of staff if you would like more information about our financial services brand Capital Private Finance, Hamptons Private Conveyancing, Hamptons International Insurance Services or our removal partners Doree Bonner.

*All of the above is reliant on your pro-active input and we recommend regular contact with your solicitor and agent to ensure any queries are dealt with promptly.*

**HAMPTONS**  
INTERNATIONAL

*Beyond your expectations*

# What is next for you in the selling process?



## ACTION REQUIRED

*You have accepted an offer on your property, you now need to:*

1. Instruct a solicitor to act on your behalf.
2. Share contact details of key parties including broker, solicitor and agent.
3. Provide ID to solicitor for anti-money laundering checks and also evidence of title to confirm legal ownership of the property, rights and restrictions and any third party interests.
4. Complete information forms sent from your solicitor, including fixtures and fittings list, for the buyer which will be included in the contract pack that is sent to the buyer's solicitor. Provide any planning permissions, building regulations and guarantees. If your property has a management company provide details to your solicitor and contact them with a payment to obtain the management pack. Also send out paperwork relating to the property.
5. Once the contract pack is prepared it will be sent to the buyer's solicitor, which includes a draft transfer and replies to Requisition on Title: a questionnaire relating to the sale of property that will ensure that key information about the property is obtained prior to completion.
6. Your solicitor will apply for the title deeds and a mortgage redemption figure from your current lender, a statement of the amount owing to repay a mortgage up to the date you are due to complete.

7. You will receive the contract and transfer to sign in readiness for exchange of contracts.
8. Your solicitor will receive additional enquiries from the buyer's solicitor and will confirm receipt. They will send any relevant enquiries to you for further instructions.
9. With your solicitor, answer any additional enquiries received.
10. Send back the signed contract and transfer to your solicitor in readiness for exchange.
11. Your solicitor will then send the signed Transfer Deed, which transfers the property from the current legal owner to another party, to the buyer's solicitor.
12. The buyer's solicitor will confirm that all enquiries are satisfied.

## Exchange of contracts

13. A call will be made to both buyer and seller to confirm once again that exchange can take place. This is also when the completion date, when everyone will move, now forms part of the contract. No change to the agreement or withdrawal is now possible without financial penalty.
14. Your solicitor will obtain a final settlement figure from your lender for any mortgage held against the property and details of commission from us. They will then prepare a financial statement.

## Completion

15. Once the sale money has been received your solicitor will legally complete the sale and any remaining legal paperwork will be sent to the buyer's solicitor.
16. Once it is confirmed that all money has been paid and has cleared in your solicitors account you must move out of the property, as the buyer now owns it.
17. Your solicitor will call us to arrange for the keys to be handed over to the buyer, once all monies are received.
18. Your solicitor will arrange for payment of your old mortgage, our fees and pay the remaining balance to you.

### We Can Help

Please ask a member of staff if you would like more information about our financial services brand Capital Private Finance, Hamptons Private Conveyancing, Hamptons International Insurance Services or our removal partners Doree Bonner.

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