



A GUIDE TO BUYING

1. Ideally, you should contact us first, even before you find a property to buy. This will save you a great deal of time when you do find your ideal home.

At this initial stage we will:

- Supply you with a written estimate of costs and disbursements
- Assist you with your mortgage, if possible
- Advise you on what to do next

ONCE YOU HAVE FOUND A PROPERTY TO PURCHASE WE WILL:

2. **Request the Home Information Pack (HIP)** for the property from either the seller's solicitors or the Agent. A property that was placed on the market before the HIP regulations came into force will not need a HIP. (Please see our leaflet regarding HIPs).
3. **Request mortgage offer** (if required) you have arranged either through a mortgage broker or direct with a bank. We will check through the mortgage offer and report to you on the contents including what your monthly payments will be and what your redemption penalties involve.
4. **Contract.**
We will then contact the seller's solicitors and advise them we are acting on your behalf and ask them for the draft papers. The draft papers comprise of the draft Contract, Property Information form, Fixtures and Fittings form and any other documents relating to the property.

The draft Contract set out the following:

- Sellers and Buyers full names
- Description of the property
- Agreed price
- Cost of fixtures and fittings, if any

The Property Information Forms and Fixtures and Fittings form contain:

- Ownership of Boundaries
- Disputes
- Guarantees
- Services
- Occupiers
- Light fittings
- Burglar Alarm Systems
- Carpets
- Kitchen fittings
- Bathroom fittings
- Plants and Shrubs

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Once we have received all these papers we will review them, report to you on the contents and raise any additional enquiries of your sellers solicitors. Once we have received satisfactory responses and you are happy with the contents of our report we can have the Contracts signed by yourselves and then proceed to an exchange of Contracts.

5. Exchange of Contracts

Once the buyer and the seller are ready to proceed a completion date and deposit are agreed. Contracts can then be exchanged. The seller's solicitor will send their clients signed Contract to ourselves and we will send your signed Contract to the sellers solicitors together with any deposit. Unless you are selling a property yourself as the deposit you receive on your sale will be used to pay for the deposit on your purchase.

Once Contracts are exchanged it is binding and neither party can withdraw without severe penalties.

6. Prior to completion day

We will write to your lenders with the appropriate documentation requesting the mortgage advance be forwarded to this firm's bank account at least one day prior to the completion day.

Once we have received confirmation what amount of money they will be sending to us as a mortgage advance we will prepare this firms account of costs and will set out all the money being received in and paid out on the completion day so that you will see exactly what money will be required from you prior to completion to complete your purchase.

7. Completion day

The balance of the sale price is then paid to your seller's solicitors and they in turn will forward to us the title deeds and documents to enable us to complete the transaction with the Land Registry. This is the day you are allowed to move into the property once, of course, the sellers have moved out!

8. Post Completion

We will now pay the stamp duty (if applicable) and submit an application to the Land Registry to register your ownership of the property.

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