

# RESIDENTIAL PROPERTY

## Buying your home - the legal process



Clarkson Wright & Jakes Ltd  
Solicitors and Notaries

### TAKE INSTRUCTIONS

We will take instructions from you and confirm these (including our fees and other expenses involved) in writing.

### PRE-CONTRACT SEARCHES AND ENQUIRIES

We will look through the package of documents received from the Seller's Solicitors including the draft Contract, the Fixtures Fittings & Contents and Property Information Forms, evidence of the Seller's legal title to the property and the Lease (if applicable). We will raise enquiries of the Seller's Solicitors on the package of documents. We will also apply for all relevant searches.

### SIGN CONTRACT

Once we are satisfied with the pre-contract package, replies to any enquiries raised and search results and are in receipt of your mortgage offer (if applicable), you will need to sign the Contract. If you do not have a related sale, we will need you to put us in funds for a deposit of usually 10% of the purchase price.

### EXCHANGE OF CONTRACTS

This marks the stage at which a binding Contract comes into existence and a deposit is usually paid to the Seller's Solicitors. After exchange, neither your Seller nor you can withdraw from the sale without incurring a liability for breach of Contract.

You will need to insure the property from exchange of Contracts.



### PRE-COMPLETION

You may need to sign the Transfer Deed and provide us with the balance of the monies to proceed to completion including our legal fees and disbursements.

### COMPLETION

We send the balance of the purchase monies to the Seller's Solicitors.

You receive the keys to the property and can move in.

We are sent the title deeds to the property from the Seller's Solicitors.

### POST-COMPLETION

We arrange for the stamp duty to be paid to the Inland Revenue and make an application to the Land Registry to register you as the new owner of the property.



We estimate an average timescale of 6 – 8 weeks for a straightforward transaction.

These notes have been prepared to provide information you may find useful when buying your home. Please contact Michelle Pinnington on 01689 887825 or [michelle.pinnington@cwj.co.uk](mailto:michelle.pinnington@cwj.co.uk) if you need any further advice.