

HOME SWEET HOME

A GUIDE TO BUYING AND SELLING PROPERTY.



LOCKINGS
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UNLOCKING LEGAL SERVICES



A guide to help you

We know that the legal side of buying or selling your home can seem quite complicated and stressful, so we've put together this guide to help simplify things. We've given you the key information, steps and timescales involved when it comes to buying and selling your home, but if there's anything we've not covered or you want to know more about, please get in touch or pop in and see us, we're always happy to help.



Your property solicitors, at your service

We take care of all aspects of the conveyancing for your home move. From easy sign up to completion. First-time buyers and seasoned homeowners alike look to us for responsive, assured house moving support.



We are local

Lockings Solicitors are your convenient local lawyers, with offices in Hull, Beverley and York. With Lockings your expert legal advice comes from friendly, accessible solicitors who work quickly and efficiently with a high standard of customer service at all times.

Call 01482 595 208 or email welcome@lockings.co.uk now for a no obligation quote with no hidden extras.



A Lockings Solicitors Guide

Disclaimer: this guide is provided for information purposes only. We have done our best to ensure that the information contained in this guide is correct as of September 2021. It applies only to England and Wales. However, the guide has no legal force and the information may become inaccurate over time, due to changes in the law. It is not possible to cover every situation or point in this type of guide and some of the information is over-simplified. The information in this guide does not constitute legal advice and we will not be liable to you if you rely on this information. Before you take any action, you should find out how the law applies to you and your particular situation by taking legal advice as soon as possible (to avoid any deadlines that may apply). Please get in touch as we offer a range of affordable services and options.





Buying your home

The steps involved in the legal side of things

Complete your Welcome Pack

We need;

- your completed Questionnaire
- payment on account for searches; and
- your identification.

HANDY TIP – if you do a bank transfer for the search fees now, our bank details will be set up ready for when you make your deposit payment (if required) nearer to completion.

It is now time for you to organise your;

- Mortgage
- Survey
- Insurance (obtain quotations at this stage)

It is now time for you to sign your documents.

We will send you the mortgage deed to sign as well as the contract and Transfer Deed (TR1) in readiness for exchange.

It is now time for you to;

- Pay your deposit (unless this is coming from the sale of an existing Property)
- Set up insurance
- Agree a completion date

It is now time for you to;

- Pay any final balance
- Organise removals
- Make arrangements to collect the keys

WARNING BANK ACCOUNT DETAILS WILL NOT BE SENT BY EMAIL. YOU WILL FIND DETAILS IN YOUR WELCOME PACK.

Contract Pack

The first step in the conveyancing process is for the Seller's Conveyancer to provide a contract pack. This will contain the title to the Property along with plan and completed Property Information form and list of Fittings and Contents as well as any supporting planning documents or guarantees the Seller may have.

Searches

On receipt of the contract pack from the Seller (and provided we have your payment on account) we will request the required searches as detailed in your Welcome Pack. We will send you a Search Report with copies of the results and a summary of the main points when all relevant information is received.

Title and Enquiries

We will check the title provided by the seller and will send you copies of the title, plan and property forms along with a Preliminary Report. If the Seller has omitted any documents or we do not have all of the information we need about the title, we may need to raise enquiries with the Seller. We will let you see any enquiries we raise and will notify you if there are any defects in the title.

HANDY TIP – we can only progress as quickly as the slowest person in the chain. We cannot control the time it takes the Seller to provide any documentation to us or the time it takes their Solicitor to respond to any enquiries raised.

Mortgage Offer

On receipt of your Offer, we will check the Lender's conditions and check that your details and the property details are correct. When appropriate, we will issue a Mortgage Report explaining the main terms and detailing any special conditions. We will also arrange your signature on the mortgage deed.

Property Report

When all of the above steps are completed, we will then issue a Property Report. This will contain the information gathered from the Seller since the Preliminary Report was sent to you and will confirm your instructions in relation to joint ownership and various other matters.

After the Property Report has been issued to you – we can then discuss completion with you and your Seller (and any chain). Until you receive your Property Report, we cannot discuss completion dates as we cannot predict in advance when all of the above steps will be completed.

Exchange

An exchange date isn't agreed in advance. Exchange occurs when all parties in the chain are in a position to commit to the agreed date for completion. We will send you more information about this during the transaction. In order to exchange, you will need to pay your deposit. When a date has been discussed, we will prepare figures for you and send you a financial statement showing the balance required to complete. You will find our bank details in your Welcome Pack – these will not be sent by email for security reasons.

Completion

This is the date you pay the agreed price to the Seller and collect the keys to your new property. We will send you more information about this during the transaction.



Selling your home

The steps involved in the legal side of things

Complete your Welcome Pack

We need;

- your completed Client Information form
- your completed Property Information form and Fittings and Contents list
- payment on account (so that we can obtain a copy of the Title); and
- your identification.

It is now time for you to sign your documents.

We will send you the contract to sign when it has been approved by the Buyer.

You will also sign a Transfer Deed (TR1).

This is prepared by the Buyer's Solicitor and will be sent to you to sign as soon as we receive it from the Buyer's Solicitor.

It is now time for you to;

- Provisionally organise your removals
- Prepare to change contact information with third parties
- Agree a completion date

It is now time for you to;

- Finalise your removals
- Make arrangements to hand over the keys
- Organise postal redirection and confirm your change of address/contact information with third parties



Contract Pack

The first step in the legal process is for the Seller's Solicitor to provide a contract pack to the Buyer's Solicitor. The pack comprises a contract for sale, the title for the Property and the completed Property forms sent to you with your Welcome pack which you should complete and return to us along with any supporting planning documents or guarantees that you may hold. We will also need the Buyer's Solicitor details either from you or your agent. We can then obtain title, check the details against your identification and issue the pack.

Enquiries

On receipt of the contract pack, the Buyer's Solicitor will check the title and forms you have completed. If the Buyer's Solicitor believes any documents have been omitted or, if they have not received all of the information they require about the title, the Buyer's Solicitor may raise enquiries. We will respond to enquiries relating to the title from the information we hold on your file. We will send you any enquiries where we need your input or any additional information from you.

It is now time for the Buyer to organise;

- Mortgage
- Searches (these usually take 2-3 weeks to be processed)
- Survey

HANDY TIP – we can only progress as quickly as the slowest person in the chain. We cannot control the time it takes the Buyer to organise their mortgage, searches or survey or the time it takes their Solicitor to review documentation we send to them.

Exchange

We will need to speak with you on the day of exchange to confirm the terms of the contract and take your verbal authority to proceed. We will confirm to you when the exchange has taken place. We do not agree an exchange date in advance. Exchange occurs when all parties in the chain are in a position to commit to the agreed date for completion. If you require a specific timescale between exchange and completion, please let us know as early as possible.

Completion

This is the day you hand over your keys. If you have an estate agent, you should ensure the keys are with the agent no later than 2pm on the date of completion.

Completion occurs when we receive the funds from the Buyer's Solicitor, we therefore do not know the time that completion will take in advance.

The Buyer will send the completion monies to us by CHAPS transfer. On receipt, we will confirm to you and your agent that the keys can be released to the Buyer.

We will then pay off any existing mortgage, your agent and then account to you with the balance that is due to you.



Moving home checklist

Moving home can be exciting but it can also be challenging and we know there's a lot to think about. We hope this checklist helps you in the countdown to your move.

8-6 weeks to go

- Contact your removal company to identify possible removal slots (as early as possible). We advise to book a slot once contracts have been exchanged. Also check if you can take some time off work

2 weeks to go

- Notify any organisations of your moving date and new address, such as utility providers, banks, insurers, the DVLA, Passport Office and the Post Office to redirect your mail
- Contact the current occupants of your new house about the transfer of utilities
- Send your family and friends your new address

2-3 days to go

- Confirm moving day details with the removal company
- Collect any spare keys you may have given to family, neighbours or friends and drop them off with your solicitor or estate agent for the new owners
- Put valuable items and important documents in a safe place so they can't be misplaced
- Box up first day essentials like a kettle, tea, coffee, milk, snacks, some takeaway menus and phone chargers
- Put together a box of cleaning products, rubbish bags, light bulbs, toilet rolls, tools and other handy items

1 day to go

- Defrost your freezer
- Leave details for your buyers about rubbish collections and instruction manuals for any appliances and heating systems you're leaving behind

Moving Day

- Take the gas and electricity meter readings and details of the last call made from your landline before you leave
- Lock all doors and windows in the house, garage and shed
- Give your keys to your solicitor or estate agent





Who are Lockings Solicitors?

Your local legal experts

Lockings Solicitors are a highly rated local law firm with offices in Hull, Beverley and York.

We pride ourselves on our professional knowledge and approach, which has helped thousands of clients over the years.

Lockings Solicitors offer the following key promises:



Free Initial Chat



Flexible Availability



Clear Communication



Clear Price Guarantee



Next steps

The first step is to get your no obligation quote with no hidden extras. Whether you are buying or selling (or both), we recommend that you do this early on so that we can advise you how to get everything ready and in place. This will enable us to then act quickly and secure the sale. Call for a quote on 01482 595 208 or email welcome@lockings.co.uk. You'll speak with a friendly member of our Welcome Team who will take your details and will also check if you have any deadlines or special requirements.

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