

# Buying a property

✦ Our step-by-step guide



**TFS**

THOMAS FLAVELL + SONS SOLICITORS

[thomasflavell.co.uk](http://thomasflavell.co.uk)

# Buying a property

## ✦ Step-by-step guide

1. Once your purchase has been agreed you will need to make contact with the expert at TFS who is acting for you. They will send you details of our terms of business confirming the professional charges that we have agreed together with all disbursements that may be incurred. Thomas Flavell & Sons prides itself on being transparent and having “no hidden charges”. You will be asked to complete and return to us a Client Information Sheet to provide us with your details.
2. Your Seller’s solicitor will send us the Contract Pack. The Pack contains a draft Contract and a copy of the Seller’s title deeds. Also included are a Fittings and Contents Form which lists the items included or excluded from the sale, and a Property Information Form completed by the Seller which provides vital information about the property, such as which boundaries will be your responsibility. We will send copies to you together with a copy of the HM Land Registry Plan for the property, at this point you need to let us know if there is anything that is incorrect or that you have not agreed to.
3. Upon receipt of the HM Land Registry Plan we will send off your searches with the local authority and any other searches that we deem relevant to the property. Searches, on average, can take three weeks and therefore it is vital that we put these in hand as soon as possible. If the results of the searches mean that we need to raise further enquiries with the Seller’s solicitors then we will do so and we will report to you on any unusual findings.
4. It is important, if you are having a mortgage on the property, that you arrange to see your bank, building society or financial advisor as soon as possible after you have agreed your purchase. It can often take your lender several weeks to process your mortgage application and produce your final mortgage offer. As part of the lending process, your lender will instruct, on your behalf, a valuation of the property. If the valuation report reveals any legal matters that require clarification or further investigation then please forward a copy to us as soon as possible so that we can advise you accordingly. Please remember that this valuation report does not amount to a proper structural survey of the property. It is usual for us to raise enquiries about the Contract Pack, the search results and sometimes the valuation report.
5. Once all parties are satisfied we will make arrangements for you to sign the Contract. The Contract is not binding yet merely because you have signed it. After signing the Contract you tell us what completion date you want. You must bear in mind the need to choose a date which is acceptable to all parties. The completion date cannot be on a Saturday, Sunday or any public holiday as banks and financial institutions are closed

so money cannot be transferred between solicitors. Once a completion date is agreed in principle we will ask you to let us have your deposit so that we can then exchange Contracts on your behalf. This simply means that we send your signed Contract to the Seller's Solicitors who then send the duplicate Contract signed by the Seller to us. It is only now that the Contract becomes binding and your completion date is fixed.

6. Between exchange and completion we will ensure that the finances needed to complete are co-ordinated, we will request any mortgage funds from your lender and will send you a written statement of any outstanding monies that we will need to collect from you before completion can take place.
7. On completion, we send the purchase money to the Seller's solicitor, completion takes place once they have received the funds. All that remains is for you to collect your keys from the Estate Agents!
8. In the weeks following completion we will be arranging to register the property in your name at HM Land Registry we will also deal with the payment of your Stamp Duty Land Tax to HMRC. Once your registration is completed we will send to you a copy of the new deeds showing you as the new registered owners and will also send a copy to your lender if they have requested that we do so.

## ✦ How much will it cost?

Please telephone our offices for a competitive quote or email us at [law@thosflavell.co.uk](mailto:law@thosflavell.co.uk)  
In addition to our fees there will be other payments to be made to others on your behalf namely:

1. Value Added Tax on our fees.
2. Stamp Duty Land Tax.
3. Money charged by HM Land Registry for registering the property in your name.
4. Local Authority and any other relevant search fees.
5. Bank Transfer Charges.

## ✦ How long will it take?

The average time from first seeing us to completion is between one month and two months. Depending on how quickly things come together this time may be shorter or much longer.

# Contacting us

Telephone enquiries are always welcome. Your enquiry will be dealt with professionally and efficiently by a member of our team. Alternatively you can contact us by email or visit our website for more details.

✦ 01455 610747

✦ [law@thomasflavell.co.uk](mailto:law@thomasflavell.co.uk)

✦ [www.thomasflavell.co.uk](http://www.thomasflavell.co.uk)



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