



## 1. Offer Accepted

## 2. Instruct RG Solicitors

You've paid a file opening fee and an instruction pack which includes your T&C's will be sent to you via email or post.

Please complete and email it back to [welcometeam@rgsolicitors.co.uk](mailto:welcometeam@rgsolicitors.co.uk) or post it to

**25 High Street, Sidcup, Kent DA14 6ED** along with the supporting documents required.

The Legal work cannot begin until we have received your signed T&C's and your identity has been verified.

## 3. Buyer Submits Mortgage Application

The buyer should already have an agreement in principle, once they have an offer accepted they must submit their application to their lender, with supporting documents and pay a survey fee if required.

## 4. Private Survey/ Valuation

If purchasing with a mortgage the lender will complete a basic survey or valuation. If the buyer requires a homebuyers or structural survey they can arrange this themselves.

## 5. Draft Contract Pack

It usually takes between 5-10 working days for the seller's solicitor to draw up the draft contract and send to the buyer's solicitor together with the title deeds, plans of the property, sellers property information form and any additional information.

## 6. Enquiries

Enquiries are questions raised by the buyer's solicitor for the seller's solicitor relating to the property. Because there can be a lot of toing and froing between both sides to reach a point where all enquiries are satisfied, this process can be very time consuming. During this time the buyer may not see much progress but a lot of work is being done behind the scenes.

## 7. Searches

The buyers solicitors will apply for searches. If the buyer is purchasing with a mortgage the lender will require a local authority search and a water/drainage search.

Additional searches are optional and the results usually come back within 2 weeks but it can take longer depending on the local authority.

## 8. Mortgage Offer

The lender will send the buyer and their solicitor copies of the mortgage offer. The solicitors copy may contain additional conditions which is why a solicitor cannot accept a copy from the client. A mortgage deed must be signed by the buyer(s) before exchange.



### **9. Contract Approved**

The seller's solicitor will draw up the contract and send this to the buyer's solicitor which they then approve before sending to their client to sign.

### **10. Contracts Signed**

Once the contracts have been approved and signed by all parties the original copies must be returned before exchange of contracts. Contracts must be witnessed but not dated.

### **11. Deposit Paid**

The buyer will lodge a deposit (usually 10% of the purchase price) with their solicitor, the funds must be cleared before exchange.

### **12. Exchange**

Both solicitors will date and confirm the information contained within the contract in order to make them legally binding. The completion date will be inserted into the contract and confirmed to both parties. The buyers solicitors will order the funds for completion from the lender.

### **13. Completion**

The buyers solicitors will ensure that all monies required are received the day before completion and on the morning of completion transfer the money to the seller's solicitor. The seller's solicitor will then confirm once the monies have been received and the property is vacant. They will then confirm completion has taken place and keys are released.