



LEVER LAW SOLICITORS

CONVEYANCING SERVICE GUIDE

We have provided you with an estimate of our fees and this is your guide to what those fees cover. In addition, we hope that you will find this guide helpful for monitoring the progress of your sale or purchase.

SALE

INSTRUCTION. Taking your instructions on the sale of your property i.e., obtaining all the immediate information required to enable us to open your file. Providing you with an estimate of fees and expenses and entering details of your sale on our case management system.

PRE-CONTRACT WORK. Obtaining sale particulars from the selling agent where appropriate, applying to your lender for your title deeds or obtaining them from yourself. We then apply to HM Land Registry for Office Copies of the Land Register showing your legal title, together with a site plan and in the case of leasehold properties, obtaining Office Copies of the superior freehold title. Upon receipt we begin checking the deeds to your property in respect of the legal title and checking that Office Copies of the Register match. Preparing and drawing of the sale contract and submitting it to buyers solicitors with Office Copies of the Land Register and site plan, or copies of all relevant conditions affecting the property.

Receiving from the buyers solicitors a preliminary enquiries questionnaire alongside the fixtures and fittings schedule for completion. Furthermore, arranging for you to complete those questionnaires or submitting our own questionnaire for completion as appropriate.

Where necessary, completing an additional questionnaire on your behalf and in case of leasehold flats, writing to the management company where necessary, obtaining accounts for the last three years, in particular maintenance charges and any ground rent payments. Details of any future liabilities and generally obtaining sufficient information from managing agents to satisfy the buyers solicitors in compliance with the terms of The Council of Mortgage Lenders Handbook, also obtaining from you, the last receipts for any ground rent or rent charge.

Advising on problems arising from the purchaser's survey report. Arranging to meet as appropriate or to send out the sale Contract to you for signature, discussing completion dates and arranging the following:

EXCHANGE OF CONTRACTS. Obtaining from buyers solicitors standard requisitions on legal title and dealing with requisitions on title. Obtaining from buyers solicitors draft sale deed, complying with any requirements arising from the requisitions on title, arranging for you to sign the sale Transfer, writing to lenders and obtaining mortgage redemption figures, apportioning ground rent maintenance of rent charges and delivering completion statement to buyers and generally liaising throughout the transaction with selling agents and yourself.

COMPLETION. Completing your sale by receiving sale funds, releasing deeds and Transfer signed by you providing undertaking to discharge first mortgage, redeeming first mortgage and where appropriate arranging for the discharge of mortgage of any life policies.

POST COMPLETION. Forwarding discharge of mortgage to lender for sealing having re-assignment of life policy endorsed on assignment deed, serving notice of re-assignment of life policy, and returning to you or to a new lender, discharge mortgage of life policy, life policy document and receipted notices. In case of leaseholds registering discharge of mortgage with freeholder and forwarding notice of discharge to buyers solicitors.

Obtaining final estate agents account where applicable. Preparing final accounts, discharging agents account, sending the final balance payable to party named on deeds, in accordance with requirements of our professional body. Finally closing file and arranging collection of your file and having it placed in an off-site secure storage facility.

PURCHASE

INSTRUCTION. Taking instructions in respect of your purchase i.e., obtaining all the immediate information required from you to enable us to proceed, providing an estimate of fees and expenses, entering details of your purchase on our case management system and opening up a file for your purchase.

PRE-CONTRACT WORK. Obtaining particulars of sale from the selling agents where applicable requesting Contract papers from sellers solicitors, obtaining 'Transaction' property information forms, fixtures and fittings schedule, or submitting our own preliminary enquiries and fixtures and fittings schedule, obtaining from you the search fees, putting in hand where appropriate, local land charges search, water searches, mining searches/ground sure search, and obtaining and inspecting the results of searches. (Please note, searches are usually returned within four to five weeks of being implemented.)

Receiving sale Contract with Office Copies of the Register or particulars of legal title, investigating legal title and raising requisitions on legal title, preparing and drawing draft transfer, having same approved, receiving mortgage instructions from lender checking offer and arranging to meet to discuss and purchase documents in readiness for exchange.

Attending you or sending to you by post the Contract, transfer and the mortgage deed to sign if applicable. Producing a legal report to explain particulars of the legal contract and implications of the Contract, explaining the replies to enquiries and checking fixtures and fittings schedule, showing you and explaining search results, checking and advising on the mortgage offer, discussing survey report and need for additional inspections as necessary and advising on options for amendment to price or contribution for remedial works, and any consequent amendments to contract.

Raising supplemental enquiries as a result of discussions and any additional requirements for rectification of any legal or physical problems revealed as a result of our discussion. In the case of leaseholds explaining the lease and implications of conditions in the lease and ground rents. In the case of flats and where appropriate explaining replies to enquiries in relation to maintenance charges and ground rent. Discussing obligations in respect of additional deeds of covenant or share transfers in management companies. Checking financial arrangements relating to purchase and any related sale and discussing completion dates. In addition, arranging: -

EXCHANGE OF CONTRACTS. Despatching Contract and deposit, putting in hand final Land Registry Searches and Land Charges Searches, preparing and submitting report on legal title to lenders, obtaining mortgage finance and accounting to you for any funds required and generally liaising throughout the transaction with selling agents and yourself.

COMPLETION. Checking final Land Registry Searches transferring purchase money to sellers solicitors and obtaining earlier title deeds, undertaking to discharge any mortgages where appropriate and transfer to yourself, arranging release of keys.

POST COMPLETION. Writing to confirm completion, producing purchase documents to Inland Revenue, and paying stamp duty where appropriate, serving notice of transfer and mortgage to freeholders as applicable. Registering transfer and mortgage at HM Land Registry, obtaining charge certificate or office copy entries from HM Land Registry. Obtaining and placing with deeds, mortgage, and notices of assignment.

Scheduling Title Information Documents despatching to lender or yourself as appropriate. Finally closing and arranging collection of your file and having it placed in an off-site secure storage facility.

RE-MORTGAGES

INSTRUCTIONS. Taking instructions in respect of your purchase i.e., obtaining all the immediate information required from you to enable us to proceed, providing an estimate of fees and expenses, entering details of your purchase on our case management system and opening up a file for your purchase.

GENERAL PROCEDURE. Obtaining Title Deeds from mortgagee, obtaining Official Copies of the Land Register from Land Registry, receiving and perusing instructions on new mortgage, obtaining redemption figure from existing lender, preparing and drawing draft and engrossment of new mortgage, forwarding the same to you for execution, providing and explanation of mortgage, advising on the terms and conditions of the mortgage offer generally.

COMPLETION. Carrying out any necessary searches or arranging search insurance, obtaining redemption figure from existing lender, submitting Report on Title to new lender, obtaining Mortgage Advance, discharging existing mortgage and completing new mortgage.

POST COMPLETION. Obtaining Title Information Documents. Finally closing and arranging collection of your file and having it placed in an off-site storage facility.



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