

The Conveyancing Process – Leasehold Purchase

Receive Memorandum of Sale from the Estate Agent and request the Contract from Sellers Solicitor

Examine Draft Contract, supporting documents and Investigate Title and terms of the Lease

Order appropriate Searches

Send copies of relevant documents to you for consideration

Approve Contract and send to Sellers Solicitor along with any additional enquiries

Send Managing Agent's questionnaire to Seller's Solicitor for onward transmission to Landlord/Managing Agent

Check replies to enquiries from Sellers Solicitor and results of Searches

Check Mortgage Instructions (if applicable)

Arrange for you to sign the Contract and Mortgage Deed (if applicable) and provide the deposit as necessary

Check provisions of Buildings Insurance and any Life Insurance

EXCHANGE CONTRACTS

Check with you that Buildings Insurance has been put in force (if not arranged by Landlord/Managing Agent)

Draft the Transfer Deed and send to Sellers Solicitor along with Completion Information and Requisitions on Title

Examine replies to Completion Information and Requisitions on Title

Engross the Transfer Deed and obtain your signature

Send Transfer Deed to Seller's Solicitor for signature

Carry out pre-completion Searches

Submit Certificate of Title to your Lender (request for funds)

Prepare Financial Statement for you and request Mortgage funds from your Lender

Check results of pre-completion Searches

Check all funds required for Completion have been received from you and your Lender

COMPLETION

Submit Stamp Duty Land Tax Return and payment to HM Revenue & Customs (if you have requested us to act as your agent)

Send Notice of Transfer and Mortgage (if applicable) to Landlord/Managing Agent

Prepare and submit application for registration to HM Land Registry

Check Title information and documents when received back from HM Land Registry

Send a copy of the Title and any Title Deeds to you

Confirm Registration of Title and Mortgage to your Lender
