

Note: This guide gives general information and is not a replacement for expert legal advice. We will be happy to answer any questions that you may have.

BUYING A HOUSE

In order to explain what is involved in the process of buying a house we have written this guide which we hope will help you understand the steps that will need to be taken.

STEP ONE - your offer is accepted...

- Once the sale is agreed, we will receive a notice from the estate agent telling us details of the seller, the buyer, their solicitors and the property.
- We then open a file for you and send you standard documents requesting the information such as ID, evidence of source of funds etc that we need to proceed.
- You return the papers to us and provide us with monies for the searches to be ordered

STEP TWO – contract and searches....

- Once we receive the contract and title deeds from the seller's solicitor we will order searches on the property
- When the search results are in we will raise questions with the seller's solicitor
- We will also deal with your mortgage offer and discuss any mortgage conditions with you
- After we get responses to our questions from the seller's solicitor, we then report to you
- At this time we also send you the contract, transfer deed, mortgage deed and Stamp Duty Land Transaction (England) or Land Transaction Tax (Wales) form to you for you to sign
- We will also request the deposit monies from you. This is usually 10% of the purchase price

STEP THREE - exchange of contracts

Once contracts have been exchanged, we will:

- Hand over the deposit to the seller's solicitor
- Prepare a final completion statement for your approval
- Collect any balance of funds required

- Organise final searches to check for debts and bankruptcy
- You need to insure the property from this point.

Please note that it is only when contracts have been exchanged that the completion date is set. Until then either party can walk away without incurring any liability to the other party.

STAGE 4 - completion

On completion, we will:-

- Arrange to get the mortgage funds from your lender
- Send the completion funds to the seller's solicitor
- Arrange for them to release the keys at the Estate Agent and advise you when keys can be collected
- Receive and arrange for payment of any Stamp Duty to Revenue & Customs or Land Transaction Tax to the Welsh Revenue Authority.
- Prepare and send off application to Land Registry to register your ownership
- Send deeds to the lender (if the property is mortgaged)

Please note that there is no set time for when completion will take place as it depends on the number of properties in the chain and monies moving through the banking system.

Did you know?

Properties are either "Freehold" or "Leasehold". Most houses are freehold meaning that you own the whole of the legal title to the property. Leasehold is commonly the way that flats are owned. You own a lease of that property and the freehold of that building that the property is in will be owned separately. The freeholder will usually be responsible for maintaining and insuring the structure and any common parts. It is also usual for the owner of a leasehold property to pay the person who owns the freehold a ground rent, payment towards the insurance and a service charge towards the maintenance of the building.

Rubin Lewis O'Brien
Gwent House, Cwmbran, NP44 1PL
01633 867000
Web: www.rlo.law