

# Your solicitor

## What will your solicitor do for you?

1. Will work for you and take your instructions, so don't be afraid of asking questions they are there to help you through the legal process.
2. Will deal with all the necessary paperwork including , leases, enquiries, Home Information Packs, land registry, title of property, and exchange information with the seller's solicitor.
3. Arrange to meet with you to go through the contract and mortgage details.
4. Keep you updated as the legal process continues.
5. Request that you sign the contract when all details have been agreed. You may be required to provide a deposit at this stage.
6. Once contracts have been signed by both parties this now makes the transaction binding on all parties. Referred to as exchange of contracts.
7. If you are going to be responsible for buildings insurance then you need to arrange insurance at this time.
8. Draft a Transfer and forward this to the seller's solicitor for approval. Prepare Stamp Duty Land Tax form (if applicable) and arrange for you to sign the Transfer in readiness for completion.
9. Prepare completion statement setting out the balance required from you, prior to completion: note this amount is required in cleared funds.
10. Request mortgage advance from your lender and make final searches.
11. On the completion date, forward purchase monies to the seller's solicitor. On receipt they will arrange for the keys of your new home to be released to you.
12. Send off Stamp Duty Land Tax form and payment to the Inland Revenue, if applicable, and make application to the Land Registry to register the change of ownership and new mortgage.
13. Check the up-to-date Title Information Document upon receipt from the Land Registry. Any deeds and documents that that not required by your lender will usually be forwarded to you for safe keeping.