

The BS&I Simplified Guide to Buying and Selling your Home

Buying

Selling

INSTRUCT BS&I FOR YOUR CONVEYANCING

We obtain Contract Papers from Sellers Solicitors including:

- ✓ Property Information Forms
- ✓ Evidence of Sellers Ownership

We apply for the Local Water and Environmental Searches

We raise questions with the Sellers Solicitors and investigate the title:

- ✓ Check Legal Ownership
- ✓ Check Rights & Obligations for the property

If you are obtaining Mortgage you should have an offer.

- ✓ We liaise with Lender to safeguard mortgage monies
- ✓ check any further requirements before exchange of contracts

Once replies to enquiries, and results of searches received we advise you fully on:

- ✓ The Contract
- ✓ Legal Aspects of the purchase
- ✓ Any conditions on your Mortgage

Exchange of contracts is done via telephone.

- ✓ Deposit is paid to Sellers Solicitors
- ✓ Completion Date is fixed
- ✓ You can book your removal company

We prepare the following for you to sign:

- ✓ Transfer
- ✓ Mortgage

We prepare for release of money from lender
You pay us any additional money due

On COMPLETION we pay remainder of purchase money to Sellers Solicitors

- ✓ Keys Released
- ✓ **YOU CAN MOVE IN!**

We will:

- ✓ File your Stamp Duty Land Tax Return
- ✓ Pay any Stamp Duty Land Tax on the Transaction
- ✓ Register your Title at the Land Reaistrv

If you are having a mortgage, we send evidence of ownership to Lender as security while loan exists otherwise we will look after relevant documents for you without charge

We obtain:

- ✓ Title Deeds

and you should complete:

- ✓ Property Information Fixtures & Fittings

Your Estate Agent will commission an EPC (Energy Performance Certificate)

We will prepare a CONTRACT and supporting papers and send them to the Buyer's Solicitors

We deal with any additional enquiries raised by the Buyers Solicitors

We may need your help with these

Contract Wording agreed and you have signed.
We can EXCHANGE CONTRACTS (but may have to wait for rest of chain – if there is one)

Further documents for you to sign:
Transferring Ownership to the Buyer

On COMPLETION we receive the balance of money, we:

- ✓ Repay your Mortgage
- ✓ Pay your Estate Agent Fees
- ✓ **YOU HAVE TO MOVE OUT!**

We send you any balance of money due and send the title deeds to the Buyers Solicitors

EXCHANGE CONTRACTS

COMPLETION