

Summary of Work to be Undertaken in Relation to a Transfer of Freehold or Leasehold Property

- Taking client's instructions and establishing who is acting for the other party and obtaining evidence of identity to comply with CML requirements
- Obtaining evidence of title
- Extensive review of the legal title to the property, to ensure that the transferor is legally entitled to transfer the property; and to ensure that there are no onerous covenants or rights - and to ensure that all necessary rights are in place to allow use of the property for all normal residential purposes.
- Carrying out any required searches
- Reviewing mortgage offer and ensuring compliance with any special conditions imposed by the lender (if applicable).
- Reporting to the lender any issues which have been uncovered and confirming how we intend to deal with these (if applicable).
- Reporting to you on the Mortgage Offer (if applicable) and Transfer Deed and obtaining your signature to the mortgage deed and the transfer.
- Considering the SDLT position and preparing the SDLT Form if necessary
- Obtaining a redemption figure for any existing charge (if applicable).
- Preparing completion statement and obtaining finance.
- Reporting to the lender to request the release of the mortgage advance (if applicable).
- Completing the transfer and mortgage; submitting a return to the Inland Revenue to account for any stamp duty to be paid; ensuring that any indemnity policies are in place from the date of completion.
- Registering the transaction with the Land Registry and ensuring that your ownership, the mortgage and any other pertinent matters are correctly recorded.
- Forwarding to you and your lender (if applicable) a copy of the updated Registers of Title.

Excluded Work on a Sale of Leasehold or Freehold Property

- Financial advice
- Taxation advice.
- Anything not specifically identified in the 'Summary of Work Required'.

If applicable, we will price these and any other requirements separately for you.

When necessary, we will, in consultation with you obtain such additional advice as is required from appropriately qualified third parties.



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