## **Shared Ownership Purchase**



SOLICITORS

Completion of instruction and forms and completion of identity checks



Obtaining from you full details of any funds being used in the purchase and establishing if funds are coming from any third parties



Contact and chase the sellers lawyers and estate agents until we are in receipt of the contract bundle.



Receive and process to contract bundle and send to you applicable initial information

Chase up and continue a back and forth with the developers lawyers until such time as all enquiries are satisfied and taking any necessary further action





Review the title documents, lease, Management Company/Landlord information pack (if received at this point) and property forms as completed by the seller

Request Local, Drainage and Environmental Searches alongside any location specific required searches

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Receipt of and review of your mortgage offer (if applicable) – checking any linked conditions, the requirements of your lender and then making a report to you.

Sending a copy of your offer to the Housing Association for approval

Making our full contract report to you and guiding you through the signing of the Contract, Mortgage and Stamp Duty documents, requesting any required deposit from you

Confirming the chains readiness to proceed to an exchange

Liaising with relevant parties to agree upon a completion date

Preparation of the required application to the Land Registry to register you as the legal owner of the property

Completion day – liaising with the chain until completion is confirmed and keys are available for you to collect

Preparation of the file
for completion –
requesting any final
balance from you,
requesting mortgage
advance, preparation of
our final statement and
setting up payments to
all applicable third
parties

Final review of the file, undertaking the required pre-exchange checks, obtaining your authority to proceed and attending to Exchange of Contracts



Receiving completed registration documents from the Land Registry and providing you a copy of these for your records



Prepare the file for closure and archiving and storage

