

THE COMPLETE GUIDE TO YOUR PURCHASE

EVERYTHING YOU NEED TO KNOW



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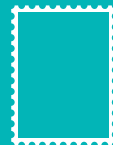
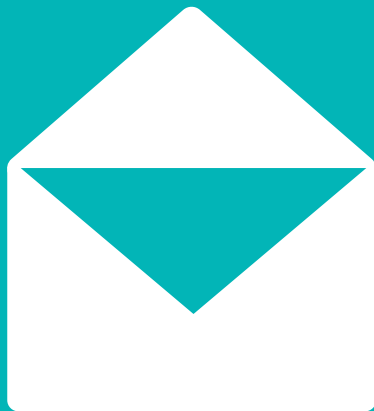
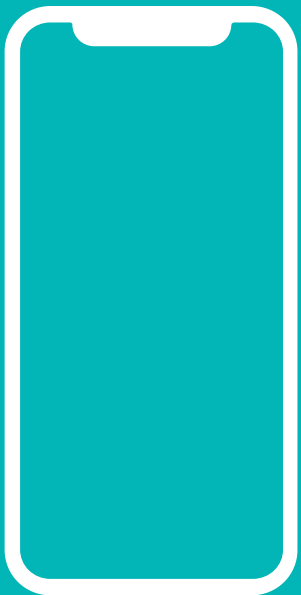
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WHAT IS CONVEYANCING?

CONVEYANCING [kuhn-vey-uhn-sing]

noun

1. The branch of law practice consisting of examining titles, giving opinions as to their validity, and drawing of deeds etc., for the conveyance of property from one person to another.

Conveyancing is the process by which ownership of property or land in England and Wales is transferred from one person to another. Your conveyancing teams will act on your behalf throughout your journey with Lyons Bowe. They will help you to fill in all of your forms, provide context and understanding around each milestone and help you with anything you need throughout your purchase.

Choosing the right conveyancer for you is a crucial element of your transaction. The minimum you should expect from a conveyancer is a deep and thorough knowledge of property law. Make sure your chosen solicitors go the extra ten miles. What do their clients say in reviews? What have they done to invest in your experience with them? Above all, do not make your decision purely on price. If it seems too good to be true, it probably is.



EXTREMELY HELPFUL AND EXCELLENT COMMUNICATION

They kept me up to date regularly without prompting. When I had questions they answered them quickly and thoroughly, I will undoubtedly recommend Lyons Bowe.

Toby, 2022



CLIENTS WHO WOULD RECOMMEND US

LYONS BOWE	89%
NATIONAL AVERAGE	67%



QUICK, INFORMATIVE AND SLICK

I've had no issues at all with the start of my transaction. The portal is slick and all the communication was clear. Any questions I did have were answered very quickly.

Margaret, 2022



WHO IS INVOLVED?

There are many parties involved in buying a property. Knowing who does what in your purchase will help you to enter your purchase with a clearer understanding of how a purchase works and what to expect.



YOU

Throughout the process, you will be responsible for:

- Completing, signing and returning all of the legal documents required from you with the help of your solicitor.
- Making the initial payment on account so that we can proceed with your purchase
- Submit your ID documents and Verification of Funds in person or via our app
- Pay the deposit, Stamp Duty Land Tax, (where necessary) and solicitor fees.

YOUR MORTGAGE BROKER

Your mortgage broker will be responsible for:

- Acting as an intermediary between you and mortgage lenders to find a mortgage that best suits your needs
- Working with you to obtain approval for a mortgage
- Collecting all of the necessary documentation from you that the lender will need to approve your loan
- Ensure any special conditions in your mortgage offer are met



LYONS BOWE

You will need to instruct a solicitor when your offer on a property is accepted. Your solicitor is responsible for:

- Providing you with the legal documents and forms that you are required to complete in order to purchase your property
- Assessing the draft contracts submitted by the seller's solicitor and raising enquiries
- Ordering the formal searches on the property and providing you with the results and a report
- Providing you with a report based on the information we receive from the seller's solicitor in the contract pack
- Dealing with the formalities of exchanging contracts on your behalf
- Submitting the Stamp Duty Land Tax form on time
- Submitting an AP1 form to the Land Registry to confirm change of ownership



YOUR ESTATE AGENT

Your estate agent is responsible for:

- Helping you to find a property that meets your requirements
- Managing negotiations of property offers
- Managing any issues or hiccups up and down the chain
- Agreeing a completion date with you and other parties
- Communicating with all parties in the chain to ensure an efficient transaction
- Helping to agree a completion date with you and other parties in the chain

WHO IS INVOLVED CONTINUED...

WHO IS INVOLVED?

CONTINUED



MORTGAGE LENDER

A Mortgage Lender:

- Assesses the affordability of your loan in order to grant or deny approval of a mortgage
- Release the monies to your solicitor in preparation for completion
- Conducts their own research on the property to ensure that the property is worth the value of the mortgage



PROPERTY SEARCH PROVIDER

A property search provider will:

- Provide information about a property including water, sewerage, planning permission, property defects, chancel repair insurance, mining checks etc.



THE LAND REGISTRY

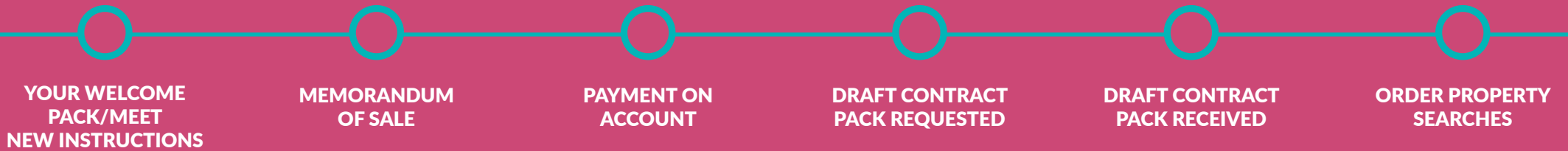
The Land Registry:

- Registers the ownership of land and property in England and Wales
- Records any changes of ownership, mortgages or leases

**YOUR
JOURNEY**

YOUR JOURNEY

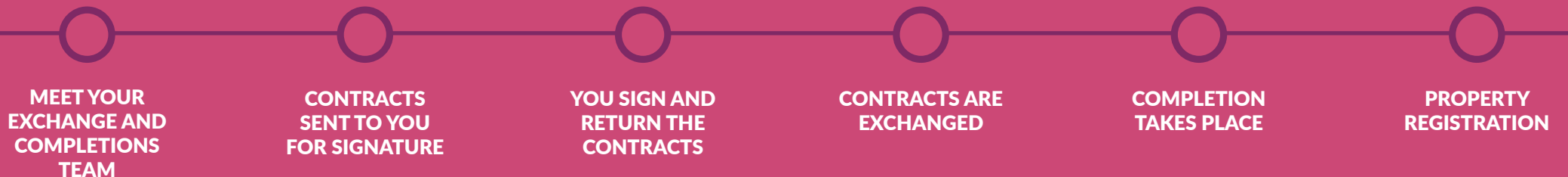
NEW INSTRUCTIONS TEAM



LEGAL TEAM



EXCHANGE AND COMPLETIONS TEAM



THE LYONS BOWE METHOD

Buying property is always going to be a complex and time-consuming process. On average transactions take between 12 to 16 weeks from making your payment on account, to walking through your new front door. Buying a property is a team effort and not always straight forward and you, your estate agent, mortgage broker, the seller, their solicitor, search providers and local councils all play a crucial role in the process.

NEW INSTRUCTIONS TEAM

DAY 1-14*

The first team you will work with is the New Instructions Team. They will:

- Help you sign and return your documentation
- Help you to verify your ID
- Work with your estate agent in the early stages of your sale
- Request the draft contracts from the seller's solicitor
- Prepare your file to be handed over to your Legal Team

YOUR LEGAL TEAM

DAY 15-51*

When you complete the New Instructions stage, your Legal Team will:

- Introduce themselves to you
- Review the seller's contract pack and raise enquiries if needed
- Report to you on your searches once completed
- Action any requirements that your lender may have
- Once all of your enquires have been completed your file will be handed over to your Exchange and Completions Team

EXCHANGE & COMPLETIONS TEAM

DAY 52-90*

Your Exchange & Completion Team are here to help you through the final stage of your purchase. They will:

- Send you the final contracts for your signature and prepare your file for exchange and completion
- Contact the parties involved in the chain and agree the exchange and completion dates
- Coordinate with the seller's solicitor's and your estate agent for completion to take place

**WHY
LYONS BOWE?**

THE PROOF IS IN THE PUDDING

You don't have to look too hard to understand why we are the number one solicitor firm in the area across all of our matters.



EXTREMELY HELPFUL AND EXCELLENT COMMUNICATION

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Toby, 2022



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LYONS BOWE INNOVATIONS

5 STAR SERVICE



With over 1,500 5 star reviews, you can be confident that you are in the right hands.

LIVE UPDATES



You, your estate agent, broker and even gifter all get live updates throughout your purchase.

FRIENDLY TEAM



Your dedicated team will be friendly, helpful and support you throughout your purchase journey.

DIGITAL FORMS



On the train, the sofa, over coffee. Complete and return your documents whenever and wherever works for you.

ACCESSIBLE



On the train, sofa or over coffee. Complete and return your documents whenever and wherever works for you.

DIGITAL ID CHECK



Your dedicated team will be friendly, helpful and support you throughout your purchase journey.

SECURE PAYMENTS



On the train, the sofa, over coffee. Complete and return your documents whenever and wherever works for you.

5 LOCAL OFFICES



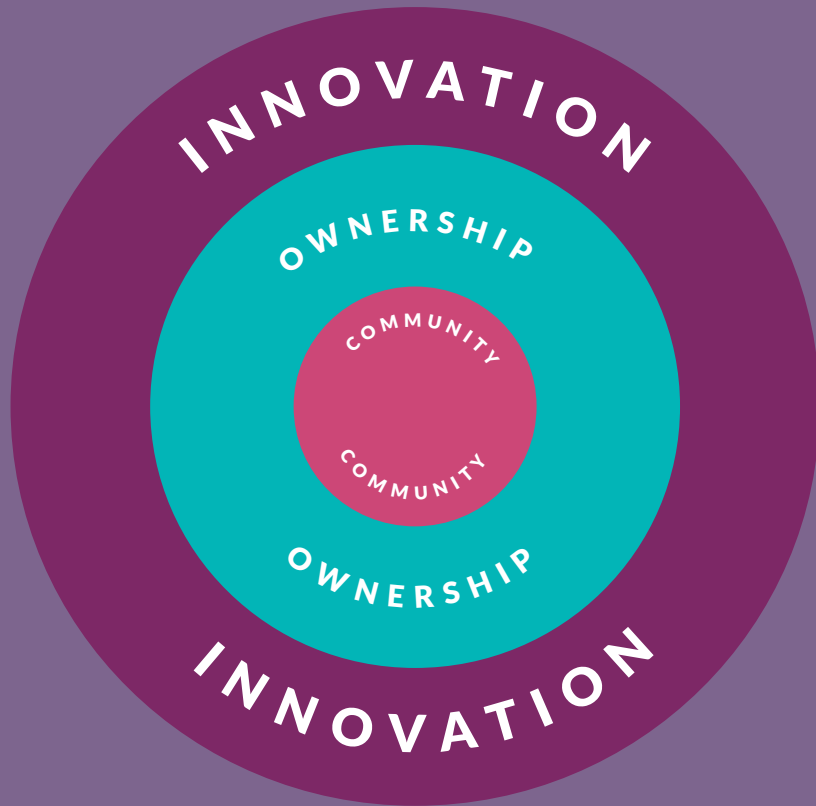
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FTB FRIENDLY



We are here to support you all the way through your first purchase and any government schemes you may be using.

LYONS BOWE VALUES



INNOVATION

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OWNERSHIP

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COMMUNITY

There are many parties involved in buying a property. Knowing who does what in your purchase will help you to enter your purchase with a clearer understanding of how a purchase works and what to expect.

FAQs

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DO THESE CONTRACTS BIND ME TO THE PURCHASE?

No, neither party is legally bound to the purchase until the contracts have been exchanged. You will receive the final contracts to sign via 1st class post from your Exchange and Completion team. Confirming you are happy with the content of the contracts, does not bind you to the purchase.

WHAT HAPPENS WHEN CONTRACTS ARE EXCHANGED?

You need to read and understand the contract, then sign it in black, wet ink. You and the seller sign identical contracts then your solicitors read the contracts to and confirm that they are indeed identical. The solicitors then check that they have all the relevant legal documents, and verify that any other buyers and sellers in the chain are ready to proceed. The contracts are then exchanged and you all parties become legally bound to the transaction.

CAN I EXCHANGE AND COMPLETE ON THE SAME DAY?

Yes, however we would recommend leaving 1-2 weeks between your exchange date and completion date so that all parties have time to prepare for moving house.

CAN YOU EXCHANGE CONTRACTS WITHOUT A COMPLETION DATE?

No. A completion date must be included in your final contracts. This allows everyone in the chain to make suitable arrangements such as removal vans, time off work, and packing.

WHAT HAPPENS ON COMPLETION DAY?

Your solicitor will call you to let you know that completion has taken place. Completion means that the monies have been transferred and that ownership has officially changed over.

Once confirmed, you will be able to collect the keys from your estate agent and move into your new home!

GOT ANOTHER QUESTION?

REPLY TO THIS EMAIL

Feel free to reply to this email with any questions that you have and your team will come back to you as soon as possible.

CHECK OUR BLOG

Every stage of your purchase has a dedicated blog complete with FAQs and information to help you.

FIND YOUR TEAM

You can easily find the details of your team through our website. Tap or click the button below to find your team and their details.

[FIND YOUR TEAM](#)



FIND YOUR TEAM

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