

STAGES OF THE MORTGAGE AND THE SERVICE WE PROVIDE

Initial instructions - we will meet you in person to review your identity documents, check your ownership of the property, any title deeds you hold for the property and any planning and building regulation consents you have for work at the property

Checking your ownership of the property - we will check the land registry title and the lease (if the property is leasehold) of the property

Initial correspondence with you relating to the land registry title of the property and further information on the property - we will send you a plan of the property so you can check whether it is the full extent of property you are mortgaging. We will also request your confirmation that any covenants affecting the property have been complied with. We will also ask you to complete property information forms relating to your period of ownership of the property

Carry out searches - once you have provided necessary evidence of identity and paid money on account for the search fees, we will carry out searches as are required by your mortgage lender

Checking search results - we will check the search results for the property and raise any further enquiries with you that are necessary such as requesting any planning or other consents arising from the local authority search

Reporting to you on mortgage offer - we will advise you on any significant conditions of the mortgage offer that you must comply with and your general obligations in relation to the mortgage and ensure you sign the mortgage deed your lender will require that you sign

Requesting completion date - once we have received your signed and witnessed mortgage deed, we will get your instructions on the proposed completion date for your mortgage. We will then complete a Certificate of Title requesting mortgage funds from your lender

Preparation of final statement - we will compile a Statement with a breakdown of our legal fees and any disbursements (third party expenses we have incurred or will incur on your behalf) and any payments you have already provided. The statement will also include confirmation of the amount you are borrowing from your lender. This will set out the sum due to you

Carrying out pre-completion searches - we will carry out a search at the Land Registry to check you remain the owner of the property and there are no mortgages affecting the property that need to be paid off. We will also carry out a bankruptcy search against your name as is required by your mortgage lender

Completion of the mortgage - once we have received the mortgage funds, we will send you the net mortgage proceeds after deduction of our legal fees and the disbursements. We will then confirm to you and your lender completion of the mortgage has taken place

Application for registration at the Land Registry - we will then apply to the land registry to register your mortgage

Notices to landlord and/or management company (if your property is leasehold) - we will give notice as required under the lease for the property of the mortgage and pay any necessary fee on your behalf. This will not apply if your property is a freehold house

Reporting to you once the mortgage of the property has been registered - we will contact you to confirm the mortgage has been registered at the Land Registry and also notify your mortgage lender that registration has occurred