CONVEYANCING CHECKAS STEPS TO PETA FOR THE BUYER

Buyer's name:	
Seller's name.	
Property:	
Completion date. DATE STAMP	
Agents:	
Deposit payable to:	
Registered or unregistred tit	
	£
Sale price	
Leposit Leposit	
Balance:	

BE LE EXCHANGE C. TRACTS

- 1. Advise client not to an anything without our advice.
- 2. Advise cli a as out su.
- 3. Search land Branch industry ap (if title office t is havegistered).
- 4. Send age. particulars to event to see if he ages with fittings and fit mentioned, or if more should be added.
- 5. (1) study drant contract and other secure is received from seller solicitors.
 - (2) draft additional enquiries before the transfer at the control of the control
- 6. Make:
 - (1) local search (borough strip council).
 - (2) enquiries (borouter a liet Juncil).
 - (3) enquiries before contact to seller's solicitors
 - (4) Land Charge separth int searches agains so own as between 1925 and root of title, if each es belonger act have refealed being as.
- 7. (1) o ain sure r's actural report.
 - (2) if acte re-n tiate purchase ce.
- 8. Advise client about
 - (1) capital gams tax;
 - (2) development land tax;
 - (3) stamp duty land tax.
- 9. Write to housing authority are parallel authority to ascertail the property is included in any proposal for slum clearance or rectangle and the proposal for slum clearance and the propos
- 10. Make special enquiries on puning position and other rise to the redevelopment or change of use is contemplated.
- 11. Apply for any planning and required the later.
- 12. Make see share a minimal Registration 1923, and is not in a built-up area.
- 13. If buyer needs a more age to complete must be arranged before contract are exchanged:
 - (1)

Building/Friendly Society, grance mpany/Bank.

- (2) loan for £
- 14. (1) send draft contract and an arrangers to client to read.
 - (2) ask him to check mean rement of property on ground via contract plan.
 - (3) warn him of the posible of a ture development the authority, public utilities or private developers.
- 15. Return the draft collect to seer's solicitors approve an ame, ded,
- 16. In the case of a new dworff contracts ovide for a National House Builders' Council agreement and certifical ask so was for the prince N. C. agreement.

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- 17. If purchase is of an existing welling respect of which an N.H.B.C. agreement entered in the table seller, or a form with
 - (1) ensure that all several by the survey have an reported to builder of N.H.B.C. by former owner;
 - (2) provided contact for
 - (a landing evel uncate or policy;
 - (Lassi of havis under agree at
- **18.** If sole seller is married (Matrimonial Hands Ac. 67):
 - (1) search and charge Class F
 - (2) obtain up to date official copie of the gistered title.
- 19. Ensure that no land charge Classical conding caution into the saled
- 20. Make fresh search and enquires for gh or district council) with search and enquiries are out of date.
- 21. Engross contract.
- 22. Send:
 - (1) cont
 - (2) ne N.H.B. agr. ent

to buyer r si

- 23. Arrange for payment if (balance of) de
- 24. (1) exchan atracts.
 - (2) send new N.H.B.C. agreement and buyer to seller's solicit

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- 25. Enter in diary date for making and Courges Department or Land Regulary search.
- 26. Enter completion date
- 27. Inform client of excessinge of intracts.
- 28. Inform age of exchange ontracts.
- 29. See that surar surar term by tained immed ely be live notice to existing insurance company.
- 30. Consider the necessary to register the intract as an estate county (register if completion is likely to be delayed or more than on arouth).
- 31. Ensure seller's concitors:
 - (1) expedite delivery of abstract of
 - (2) send new N.H.B.C. agr sign sign by seller;
 - (3) send N.H.B.C. insuran policy
- **32.** Where the land is unregistered theo abstract of title.
- 33. Draft requisitions on it
- 34. Send requires on the to ser's solicitors.
- 35. Draft the inveyage of siter.
- 36. Draft ass and of sisting H.B.C. agreem (if the er is taking over the benefit of it).
- 37. Draft the mortgage we act for mort
- 38. Draft receipt for the purchase price of hattel
- **39.** Inspect road agreement and be a land
- **40.** If the property is to be mortgaged and we do not act for the restrictions:
 - (1) send a copy of threshold the le mortgagee's conformation as it is received (if the land is unregistered) and conforme official copies of the nattered title; tell them of the last date for requisitions as askill there are any particular quisitions they wish to make;
 - (2) make extra ext
 - (3) so a copie of the last conveyance or dra leans to mortgagee's solicitors for their
- 41. Send draft conveyar at or draft transfer the same solicitors.
- 42. Send:
 - (1) draft receipt for the purchase ce of attels;
 - (2) draft assignment of existing N. Strangreement to self-selficity
- 43. Send:
 - (1) report on title;
 - (2) building societ ve plan to building con
- **44.** Register priority no if:
 - (1) act an equation ortgages
 - (2) a fig for a sail hartgagee and the give se/transfer contains restrictive covenants.

- **45.** Make the appropriate searches the fund Charges Department the and is unregistered, or the Land Registry if it is register
- **46.** If the land is agriculated land earch under the Agricular Vita Act 1928.
- 47. Search agains win count if hols mortgacing up hister property and we act for mortgagee, or are asked by cortgacen's surpors to do so.
- 48. Search is community and Region is if seller is a currently
- 49. On receipt or completion statement ch
- **50.** Send complet count to client. In addition to the normal items, an ude:
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)
- **51.** Engross conveyance trans
- 52. Engross are rent and H.F. agreement
- 53. Engross ortga we for mortgagee
- 54. Have cold to be or lansfe. Executed by clie. If new sarry
- 55. (1) have mortor e executed by clima.
 - (2) decide wher to have buye chequicleared directly with a bank.
- 56. Send engrossment of conveyar are to be seller's solicit as execution by him.
- 57. (1) send engrossment of ssignment of existing N.H.B.C. gramment to seller's solicitors for execution by him.
 - (2) send engrossment in the purchase price of the seller's solicitors for execution by him.
- **58.** Ensure that a and argest epartment search of the and Registry search has arrived back and is clear.
- 59. Ensure to the one nies registry search arrh, back and is clear,
- **60.** Arrange time for cor letion with:
 - (1) seller's cors,
 - (2) mortgagee's solicitors.
- **61.** (1) instruct solicitor's ager and an infinecessary.
 - (2) prepare steps on competition of purchase.
- 62. At completion:
 - (1) have cash or b
 - (2) if part of depart is in the hands of stakehold and and the a letter releasing the deposit;
 - (3) examination of the state of
 - (4) check receipts for agoings, (in the case to omme mold property) assessments or levies necessary and art has completion start ent.
 - (5) example converge ance of transfer to see that been executed;
 - (6) see that it is ated;
 - (7) if buyer has to execute convergnce of ransfer but has not yet the so hand over an undertaking to have it executed;
 - (8) receive from the selle so cors.
 - (a) all title deeds and converge including:
 - (i) conveyance or lesser
 - (ii) assign and exhaus N.H.B.C. agreer ant,
 - (iii) N.H. certi ate
 - xisth. LHF L. agreement
 - (v) where reading, all common hold a ment alon
 - (lessel and fab sin duplicate;
 - all key
 - rance policies by any taken were
 - (e)ere appropriate, autorities tenants to pay their loss to the ouyer;
 - (9) where sellers are personal recessionatives, require a monotonic dum of the conveyance to be endorsed on the grant and essentiation;
 - esentatives but the title is still (10) in case of register ere sellers are per eceased, either resentation or an official copy or a registered in the nded over to the b certified copy icitors for production to the Land Registry er' ller's solicitors o and return o the ller blicitors should give an undertaking to Registry;

- (11) where any registrate and the Land Charges Ac (12, 1) is to be discharged a duly signed form of discharge with the family should be hand the control of the control of
- (12) where restrictive everants, easements (c., imposed applications for appropriate registration the Lind Registry should be te;
- (13) what hard are done are eight for the burd, e price with a schedule of the chattels should handed over
- (14) the see least olds the licence asserwill usually be handed over;
- (15) Leceiving the deeds and documents turn the schedule of the ents duly receipted;
- (16) the property of money is then wid.
- 63. (1) File Land Transaction Return
 - (2) Deliver the particulars to the fice Act 1931.
- **64.** If buyer is a company, any clarge has be registered with the gistar of Companies.
- **65.** (1) Advise building siet in pletion.
 - (2) Return comparion portal any) to building piciet

Send completed for OS1/II 3 together with Form 2 or Ferm DS1/DS2E to register a discharge or release of selections charge that the Land Receivery.

- 66. In case a least pro ty
 - (1) not of the signment may have to be even to the lessor;
 - (2) a fee may be payable (see lea
- 67. In the case of a commonhold unit, no by the ammonhold association of the thansfer using the appropriate form.
- **68.** Give notice of assignment of xist g N.H.B.C. agreement to
 - (1) N.H.B.C.;
 - (2) builder (if less and a primare expired sing on a primare solution).
- **69.** If the proper<u>ty is legislation in the property is legislation.</u>
- 70. Registration at the Land Constry will be classed for tractions and mortgages of registered land.
- 71. In the calculating area and first registrate mutube applied for or
 - (1) a transfer or sent of the free sent of the free old estate with most than years left to run; or
 - (2) a grant ease for 7 years more:
 - (3) a first legal mortgage protected by describing the sit of title deeds including a first legal mortgage of leasehold land where the sit of the sit of the mortgage; or
 - (4) a grant of a lease for y prod which takes effect in organit; or which takes effect in organity or which takes effect in organity more than 3 months from date of grant; or
 - (5) a grant of a least the result of the pursuance of the following Act 1985 (right to buy); or
 - (6) a grant of a loss e who section 171A Housian ct 19 applies (disposal by landlord leading to a personneas), to be a secure tenant).
- 72. Where the little to the frequency or leasehous revenue is recistered, the following grants must be registered:
 - (1) a sapt and se it some than 7 year or it redless of the term:
 - (2) a good of a loose to take effect in passe, and more than 3 months are greated attended to great; or
 - (3) a grant of a right to buy lead, or
 - (4) a grant stany preserved right buy these; or
 - (5) a grant of any discontinuous leaves or
 - (6) a grant of any lease of the romanchise.
- 73. Register any disclosable over any interests as defined to the land Registration Act 2002
- 74. If the conveyance can ed respective covenants are now seements or profits, they must be registered in the Land, a larges Department and at the land is stry.
- 75. The doc nentral see (a. SDLT paid and gish an) are to be sent to:

(see undertal).

- 76. If the property consists our includes a dwelling, notify it and in wong of:
 - (1) name
 - (2) address
 - of buyer within two months accomplaion (Housing Act 1974 to Jure Junishable with fine).
- 77. If new N.H.B.C. agreement element element de la client has received V.A. Client has received within two normal feet completion of construction
- 78. Remind client about aking will.