



[Conveyancing Marketing Services Ltd](#)

THE MOVE MASTER PLAN

Moving home, perhaps for the first time, should be a joyous occasion. Sadly, for many people, it becomes a worrying and stressful period, filled with life changing decisions and expense. Dealing with professionals such as Solicitors, Conveyancers, Estate Agents, Surveyors and Mortgage Lenders can seem daunting.

CMS will show you how to take charge and remain in control of your own destiny by helping you to create your own Move Master Plan. It is impossible to predict every scenario in a property transaction but, by carefully planning your move, you can avoid many of the common pitfalls and problems.

The Move Master Plan:

1. Timing. It is important to time your move correctly to avoid stress later on. There are many reasons why people move home: jobs, new schools, holidays, weddings, time off work, bereavement

or divorce are just a few. If you are moving for a specific reason and need to complete by a specific time it is important that you advise your solicitor of this on day one.

It is also important that you allow sufficient time for the legal work to be carried out. A general rule of thumb is that a straightforward transaction should take between 6 – 8 weeks. Many are completed before this but many take much longer.

There are many factors which can delay a home move. Mortgage offers have to be issued, searches made and received, deeds checked, questions raised, reports written and then there is the human side. One party in the chain may want to move quickly but someone further up may want to slow things down.

Trying to force a sale or purchase along at an unrealistic pace is pointless and stressful. The move will take as long as it takes and rarely fits in perfectly with the plans you have made. It is impossible to predict a firm completion date at the outset of a transaction as it is dependant upon so many people. Being in a property chain is like being in a traffic jam; you can only go as fast as the slowest participant.

- **2. When to market your property.**

Correctly timing the marketing of your property is key to a smooth move.

Generally, early spring and autumn are the best times to market property. During this period property sells more quickly and often achieves a higher price.

3. Planning for the best time to move.

If you are planning your move around new schools, and the summer school holidays, it is best to start the process several months in advance. Families looking to complete in July or August should start to look for property in January/February.

The school holidays and the run up to Christmas are the most popular times to move. Consequently, Conveyancers, Lenders and removal men are frantically busy. Avoid these periods if you want to remain stress free.

Most people choose to move on a Friday, particularly the Friday before a bank holiday, to take advantage of the week end to settle in. Consequently Fridays are very busy and you may find removal men booked up. There is also more chance of problems arising as bank systems get congested and funds can be delayed. If a problem arises, that delays completion, you will have to wait until the Monday for it to be resolved. There are contractual penalties for

failure to complete. These include damages, costs and interest due to late completion. Any costs due to late completion are charged on a daily basis and will continue to run over the week end or until the problem is solved and completion takes place.

If possible, try not to book a holiday in the year you plan to move. If you do it is almost certain that your property chain will want to complete the week you are away. You can always book a last minute holiday after completion.

Likewise, try to avoid holding your wedding in the year you plan to move. Complete your move before the wedding if you plan to move in straight afterwards.

Do allow enough time for the sale/purchase to happen. See the example time lines below.

Example One - Sale Time Line:

- **Week One.** Inspect your property, arrange estimates for any building/decorating work that you need to outsource, and make a list of DIY jobs.
- **Week Two.** Choose your tradesmen and arrange for any work to be done. Complete DIY jobs.
- **Weeks Three and Four.** Finish work on the property and decorate.

- **Week Five.** Spring clean and de clutter. Research Estate Agents, and Conveyancing solicitors. Have the property valued and research property prices.
- **Week Six.** Appoint Conveyancer, Estate Agent. Confirm this in writing. You will need an Energy Performance Certificate (EPC) – your estate agent may include this if not you will have to contact an EPC company and arrange to have an inspection carried out. You must provide the EPC Certificate to the estate agent.
- **Weeks seven to fourteen.** Research shows that it takes on average 4 – 8 weeks for a property to sell. During this time you will have to show viewers around the property and, hopefully, negotiate and accept an offer.
- **Week fifteen.** Sale proceeding, subject to contract. Solicitor issues a Contract package.
- **Week sixteen.** Buyer's Mortgage Valuation.
- **Week seventeen.** Sign Contract and Transfer documents.
- **Week eighteen.** Buyer's Mortgage arrives. Exchange contracts. Book removals, transfer funds.
- **Week nineteen.** Conveyancer does Post Exchange work and arranges completion.
- **Week twenty.** Completion.

Example Two – Purchase Time Line

- **Week One.** Assess your property needs; calculate how much money you have for a deposit, and research Mortgages to find out how much mortgage you can raise.
- **Week Two.** Research Conveyancing solicitors. Obtain estimates for legal costs. Research Lenders find out what costs are associated with your mortgage i.e. mortgage application fee, mortgage valuation fee, brokers fees etc.
- **Weeks Three and Four.** Search for a property. Register with all local Estate Agents. Research online Property web sites. Check the local and national papers. Leaflet drop preferred areas.
- **Weeks Five and Six.** View properties.
- **Week Seven.** Make a short list of properties and arrange for second viewings.
- **Week Eight.** Make an offer on the property of your dreams. Allow time for negotiation.
- **Week Ten.** Offer is accepted. Advise your Conveyancer in writing. Apply for a formal mortgage offer. Arrange a private survey if you are having one.
- **Week Eleven.** The legal work is proceeding.
- **Week Twelve.** The Private survey is done. The mortgage survey is done.

- **Week Thirteen.** Mortgage offer is received. Legal work is completed. Sign Contract and pay your deposit.
- **Week Fourteen.** Exchange contracts. Book removals. Get completion funds to Solicitor.
- **Week Fifteen.** Solicitor completes Post Exchange work and finalises completion arrangements.
- **Week Sixteen.** Completion.

As you will see from the examples above the period from deciding to move to the actual completion day could take a minimum of four to five months. We have been fairly optimistic in my examples assuming that the property is sold within the first four weeks and the conveyancing is completed in four to five weeks. In reality it can take much longer to find a property or a buyer and if you are in a chain you may be held up further.

If you want to move in the summer holidays you need to start the ball rolling as soon as you have packed the Christmas decorations away. Likewise if you are planning a winter move you need to get started in early summer.

One of the most common complaints and the biggest cause of stress to everyone in the moving process is timing. Everyone in a chain will have their own set of circumstances and plans.

Property chains can take weeks to gel and it is only once the chain is complete, when everyone has found a property to buy, someone to sell to, and all parties have appointed Conveyancers, arranged mortgages and ordered surveys that the momentum gathers and the chain can gallop towards a completion date.

Plan your move at least six months ahead of your desired completion date to avoid the stress of missed deadlines and be prepared to be flexible.

4. Be prepared. Once you have worked out the timing of your move you can begin the process of marketing your property. Here are our top tips for a successful and stress free move:

SELLERS:

- ✓ **Put the property into good order** and decoration BEFORE inviting the Estate Agent to value it and BEFORE the survey is done. You will be acting from a position of strength and confidence if you know you have a desirable property to sell.
- ✓ **Do your sums.** Ask your lender for a redemption statement. Don't assume the sum shown on your last mortgage statement is the amount required to repay the mortgage. A mortgage statement does not include early redemption charges, lender completion fees etc. which can add considerably to the amount you have to repay. If you have an

early redemption clause penalty on your mortgage check with your Lender when it expires. It makes sense to move after that date to avoid the charges.

○ Mortgage repayment	£	+
Estate Agents fee	£	+
Legal Costs	£	
=Total Cost of Sale	£	

Your Sale price must exceed your Total Cost of Sale unless you are prepared to carry any shortfall over to a new purchase or pay the difference out of your own funds.

✓ **Collate Information.** Put together an information pack for potential buyers this should include:

- Utility bills
- Details of local schools, playgroups and colleges
- Local bus and train timetables
- Details of local gym or sports facilities
- Cinema, theatre, pubs and restaurants
- Churches and places of worship
- Supermarkets, post office etc.

Put a second information pack together for the solicitor. This should include:

- Service agreements for central heating/hot water system
- Certificates for gas and electricity
- Guarantees i.e. double glazing, timber and damp etc.

- Planning documents
- The Land Registry title number of the property
- The deeds or, if held by a Lender, bank or Solicitor, their name, address, fax, e mail, telephone number and your mortgage account number
- A letter of consent to the holder of the deeds authorising their release
- If the property is leasehold/commonhold:
 - The name, address, telephone number and e mail address of the Landlord and the Managing Agents
 - Service charge receipts for the past three years
 - Ground rent receipts
 - Any notices you have received from the Landlord/Commonhold Association
 - Any regulations or requirements etc.
- **The Keys.** Check with your Conveyancer where you should leave the keys on the day of completion. Usually, this is the estate agent. Do not hand the keys over to your Buyer until your Conveyancer confirms to you that they have received the purchase price. If you allow the Buyer into the property and they fail to complete you may not be able to get them out again. When leaving before the new Buyer arrives you should arrange to leave one key with the Selling Agent or your Solicitor and the rest should be left,

out of view of doors and windows, clearly labelled, on the kitchen work top.

SELLERS AND BUYERS:

- ✓ **Do your research.** You will be employing tradesmen and professionals to work for you, perhaps for the first time. Always try to obtain at least three estimates in writing and don't necessarily choose the cheapest. When comparing estimates you must consider quality and service as well as cost.
- ✓ **Check the small print.** Read estimates and contracts carefully. Ask your Conveyancer to check any wording or documents you are unsure about. It is better to pay a relatively small fee now than find out you have made a costly mistake later on.
- ✓ **Allow enough time.** See above.
- ✓ **Be polite but firm.** Remember that professionals in the property industry are busy people usually working to strict deadlines. Remain polite and reasonable even when things are not going to plan. If you become angry, demanding and abusive no one will want to talk to you and your calls will be avoided. On the other hand do not be overawed or fobbed off by snooty receptionists. You are paying for a service and your calls and e mails should be returned within a reasonable time. If they are not call again (and again).

✓ **Act quickly.**

- Buy a selection of envelopes in different sizes and some stamps so that as soon as correspondence and documents arrive you can deal with them and send them back immediately.
- Don't just rely on your phone to store information – it could be lost. Invest in a Filofax style diary to store important telephone numbers and addresses and to diarise reminders.
- Complete and return documents promptly, a day here and there soon adds up. Urgent or important documents can be sent by Special Delivery or Guaranteed Post.
- Your Conveyancer will send you a Client Care letter which you must sign and return. Nothing will happen until you do this so don't leave it behind the clock on the mantelpiece.
- You will be asked to provide Proof of Identity. This is a legal requirement even if your Conveyancer has known you for years.
- Sellers will also be sent either a Property Information Form and Fixtures and Fittings Form or a Property Use Form and Home Contents Form. Complete them accurately and return them at once.

- Follow the Conveyancer's instructions carefully when completing and signing documents.
- ✓ **Arrange Removals before Exchange.** Good Removal companies get booked up weeks in advance, especially in the busy spring and summer months.
 - Your local paper and Yellow pages should list local removal companies.
 - Ask CMS or friends and relatives for recommendations.
- ✓ **Booking Removals**
 - Get three estimates in writing.
 - As soon as you have a tentative completion date ask your chosen company to pencil it in.
 - Don't pay a deposit unless it is refundable.
 - Check that the Company is adequately insured. Ask to see a copy of their insurance policy.
 - If you have any particularly valuable items notify the removal Company and ask them to confirm in writing that they are covered on the Company's insurance. Will you have to pay an excess payment?
 - Ask whether there is a cancellation fee and if so how much. Can you insure against this?
 - Read the small print of your Contents insurance to check whether it covers you for removals. If not telephone and ask whether this is an option. One off

insurance from a Removal Company can be expensive and may not offer “new for old” but simply pay for damage to be repaired.

- Ask whether they will charge extra if you are delayed from moving into the property and if so how much.
 - Check whether they have overnight storage facilities – just in case.
 - Ask whether the quote includes the cost of packing materials. If not, you can stock up on boxes from the supermarket and buy packaging in readiness. If you need to buy or hire tea chests or packaging contact www.helpineedboxes.co.uk.
 - Ask the removal company to visit both the property you are moving from and the property you are moving into to check that there will be no access or parking problems on the day. You may need permission from the Police/Local Authority if your removal company will need to park on yellow lines or on a busy public road. Ask your removal company whether they arrange this. If not you will have to contact the Local Authority and Police Department yourself.
- ✓ **Don't Jump the Gun.** Do not give notice on tenanted property, job, or schools, and don't order carpets, curtains, furniture, cookers etc. until you have exchanged contracts. In

fact, do not believe this sale is going to happen at all until contracts are unconditionally and legally exchanged and this has been confirmed by your Conveyancer. Until that happens NOTHING is guaranteed.

✓ **Link up.** Prepare a written contact information sheet as follows:

- The full names of the Seller/Buyer, their contact address and e mail address, work, home and mobile telephone numbers.
- Your full names and contact details if you are managing the sale/purchase for a third party.
- The name, address, telephone number, e mail address and Mortgage Account number of all Lender(s) who have secured mortgages or loans on the property.
- The full address including post code of the sale property and the Land Registry Title Number.
- The name, address and telephone number of your Local Authority and Water Authority.
- The name, address, telephone number and e mail address of your estate agent.
- The name, address, telephone number and e mail address of your Conveyancer.

Once you have completed your statement give a copy to:
Estate Agent, Conveyancer and HIP provider.

- ✓ **Private Sales.** If you are not using an Estate Agent and have sold/bought privately give details of your Conveyancer to your Buyer/Seller and get details of his Conveyancer. You must then ensure that you give details of your Buyer/Seller's Conveyancer to your Conveyancer.
- ✓ **Keep in touch.** Telephone or e mail your Conveyancer once a week and ask for an update. Check whether there is anything outstanding and ask what you can do to help. If they are waiting for information from third parties you can often chase this up. When you have made that call, and have an update, telephone your Estate Agent and pass the information on. Ask the Estate Agent for an update on your Seller/Buyer's progress. If the Seller/Buyer or his Conveyancers are dragging their feet ask the Estate Agent to chase them up.
- ✓ **Exchange of Contracts.** At last, after weeks of stress, worry and uncertainty you have exchanged contracts and moving day looms just a week or two away. After you have put the cork back in the Champagne and recovered from the post celebration hangover you now need to move quickly to make sure all goes according to plan on the day.
 - **Get the Completion money to your Conveyancer.** To be certain that your completion proceeds according to plan,

you must ensure that your Conveyancer has enough money to complete.

- As soon as you exchange contracts ask your Conveyancer to send you a final completion statement showing how much money they need from you to complete. In addition to the balance of the purchase price they will also expect you to pay their fees and any other outstanding disbursements. If you are selling, the completion statement will include the sum needed to repay your mortgage and the estate agents fees.
- If time is short, which it often is between exchange of contracts and completion, ask for an approximate figure by telephone or e mail. Once you know the figure you should arrange to get the money to your Conveyancer in time for completion.
- Ensure that your Conveyancer has cleared funds for the completion money no later than the day prior to completion do not leave it until completion day to telegraph completion funds. Money transfers can and do go wrong – always allow plenty of time.
- The balance must clear into the Conveyancer's bank account before he can complete
- A cheque will take up to a week to clear; a bank draft is often accepted as cash but will still take up to 3 days to

clear into the Conveyancer's account. There is a strict limit to the amount of cash a Conveyancer is allowed to accept.

- The safest way to ensure that your money is received in time is to arrange a BACS payment or electronic transfer directly into the Conveyancer's account. BACS payments take several days to move from one account to another. Your issuing bank should be able to tell you what date it will arrive in the receiving account.

Telegraphic transfers usually arrive the same day that you send them provided you send them before the cut off time; this is usually about 2 p.m. but check with your bank as the cut off time varies from bank to bank.

- Ask your Conveyancer to write to you with his firm's bank account details if you wish to send a BACS or Telegraphic Transfer payment. If you do transfer money in this way make sure you notify your Conveyancer.

There is a bank fee for Bank Drafts, BACS and Telegraphic payments but the cost of this is small in comparison to the costs you would incur for late completion

- ✓ **Check that you have signed all the necessary Deeds and Documents?** Before the Seller's Conveyancer can complete he must be in possession of the signed and witnessed

Transfer deed. Likewise the Buyer's Conveyancer must be in possession of the signed Mortgage Deeds and SDLT form to complete. If you are not sure whether you have signed everything check with your Conveyancer. If critical documents are sent to you, and time is short, send them back by Next Day Special Delivery through the Post Office. In dire emergency hire a courier or deliver them yourself.

- ✓ **Give Notice.** Once you have exchanged Contracts it is generally safe to give formal written notice:
 - **Job.** You will need to give the notice required under your Contract.
 - **Schools.** Generally appreciate as much notice as possible before the end of term time
- ✓ **Confirm Removals.** Now that you have exchanged you can confirm your removal date with your chosen removal company.
- ✓ **Packing**
 - When packing boxes make sure they are not too heavy for the removal men to lift.
 - If the removal men are packing for you pack an overnight bag with clothes for the next day, toiletries, make up etc.
 - Write on each box the room it is to be left in and the contents. Use a Black Marker Pen as labels tend to come

off. Number the boxes in order of the importance you want to unpack them.

- Draw up a sketch plan and mark out the identity of each room to correspond with the identity you have marked on the packed boxes i.e. Kitchen, Lounge, Dining Room, Downstairs Cloaks, Bedroom 1, Bedroom 2, Shed, Garage etc.
 - Show on the plan where you want the furniture to be placed. Give a copy to each member of the removal team. This will save you having to lift heavy items around after the removal men have left.
 - Be available to orchestrate the move. Do not rely on the removal firm to follow your instructions.
 - Consider taking anything particularly valuable or delicate, such as Computers, china, plants etc., with you in the car to avoid breakages. Make sure your insurance covers you for this.
 - Check the Fixtures and Fittings or Home Contents Form and take down any items that you indicated would be removed. Remember, you must repair any damage you cause including filling screw holes.
 - Arrange for the local authority to collect any unwanted items, hire a skip or take them to the local refuse tip.
- The Contract provides that you must vacate the

property on completion and that includes all your years of accumulated rubbish from the garage, cellar and loft. The Buyer can claim the cost of clearing any items left behind.

✓ **Moving Day**

On Moving day ensure that you have with you:

- Your mobile phone and phone charger and a list of important numbers. BT may cut off your phone line in the morning – make sure your Conveyancer and the Estate Agent have your mobile number.
- Some Cash and your credit cards.
- A survival kit including: Thermos of tea/coffee (in case you have to wait for the keys to be released) kettle, tea and coffee, milk, sugar, biscuits, sandwiches, squash or bottled water, wine and corkscrew, medication, pet food, toilet rolls, soap and a hand towel, cups, plates, cutlery etc. so you can have a cuppa or relieve an urgent call of nature as soon as you arrive at your destination.
- Keep a tool box in the boot of your car and ensure you include spare light bulbs, fuses, torch, candles, matches etc.

- You may want to clean up before you start unpacking so take the Hoover, dustpan and brush, bowl and bucket, mops, cloths and cleaning products with you in the car.
- A box of toys to keep the children amused.
- ✓ **Insurance – Home & Contents.** Cancel home insurance on the old home and start any new insurance from completion date. If you have a single Home & Contents policy you must notify your insurers of the new property details and the date you are moving.
- ✓ **Let everyone know.** There seems to be a never ending list of people you must write to and things you must do when you move house. The most useful and comprehensive web site we have found on moving house is www.iammoving.com. This is a free online service in association with Royal mail that enables you to tell multiple organisations that you are moving, allows you to send e moving cards to friends and family and includes loads of useful information. See the check list below for people you may need to contact:
 - **Services.** Gas, Electricity, Oil and Water. You will need to notify the property you are moving from and to and the date. Ask for the meter to be read on completion day.
 - **Media.** TV Licence, Sky, Cable, Internet, Telephone and Mobile. You will need to notify media providers to

disconnect and re connect at the new property. Ensure there are no restrictions on satellite dishes before proceeding to erect one.

- **Money.** Bank, Building Society, Savings, Credit Cards, Loans, Mortgage, Private Pension, Stock broker, shareholdings.
 - **Government.** Local Authority Council Tax, Inland Revenue, National Insurance and DSS, Pension, DVLA, Electoral roll (fill in a voter registration for your new property at www.aboutmyvote.co.uk) .
 - **Health.** Doctor, Dentist, Optician, Private Health care, Hospital or Specialists, National Blood Bank. You may need to register with a new Doctor, Dentist and Optician if you are moving out of the area. Check the NHS web site www.nhs.uk for a list of services in your area.
 - **Insurance.** Car, Home, Contents, Life, Endowment, Car breakdown, pet, travel, healthcare.
 - **Other.** Charities, Newspaper or Magazine deliveries or subscriptions, milkman, supermarket (online delivery), employer, gym, and friends and family.
- ✓ **Appliances.** Removal men will not disconnect or install washing machines, dishwashers, cookers, tumble dryers or gas appliances. You will need to contact a plumber, electrician and gas fitter.

- ✓ **Get your mail re directed.** Do not rely on the incoming buyer or tenant to send on your mail. Having your mail re directed ensures you receive it and protects you from identity fraud. You can pick up a Moving Home redirection form from the Post Office or download one and order online at www.royalmail.com.

BUYERS

- ✓ **Get your Finances in order.**
 - **Arrange a Mortgage.** Before you can buy a house you should ensure that you can get a mortgage and afford the monthly repayments. If you are self employed or have a poor credit history then you may need to employ a specialist Mortgage Advisor. Find out how much you can borrow and try to get a Mortgage offer in principle. This will show Sellers and their Estate Agents that you have done your homework and are a viable buyer.
 - **The deposit.** Once you have made your mortgage arrangements you need to work out how much deposit you can afford to add to the mortgage advance. If your deposit is in a long term savings account you need to move this to an instant access account. You will need to have your deposit available for exchange of contracts.
 - **The cost of moving.** Finally, you need to find out how much the purchase is going to cost you. Get estimates

from Conveyancers for the legal costs, find out from your lender or mortgage broker how much the mortgage costs will be and, if you are having a private survey, get estimates for the survey. Don't forget to allow for removal costs, costs for supplies such as gas, electricity, water, telephone etc. to be connected.

- ✓ **Make a wish list.** Draw up a wish list of the type of property you want to buy. Keep several copies with you, to give to Estate Agents, and take it on viewings. It is very easy to become distracted when viewing property and your list will concentrate your mind.
- ✓ **Leave no stone unturned.** When you finally know what type of property you are searching for and are sure you have the financial means to buy it you can start seriously looking.
- ✓ **Make an Offer they can't refuse.** Once you have found your dream property it is vital to move fast to ensure that you keep it. Let the Estate Agent know you are interested and, if you are sure it is the one for you, make an offer straight away. Don't insult the Seller by making a ridiculously low offer. Unless the property is in poor condition or you believe that it has been overvalued you should make an offer reasonably near to the asking price. If the property is in demand consider offering the asking price immediately.

- ✓ **Take it off the Market.** Ask the Seller to take the property off the market and to cease marketing the property. Push for the For Sale board to be removed – even a “Sold Subject to Contract” board advertises that a property is up for sale.
- ✓ **Instruct your Conveyancer.** Confirm the details to your Conveyancer in writing. Give him the Estate Agents contact details, the address of the property you are buying and the price you have agreed to pay. If you have any queries you want the Conveyancer to ask put them in writing now.
- ✓ **Confirm the offer to the Estate Agent** in writing and ensure that he has contact details of your Conveyancer and your Lender.
- ✓ **Apply for your Mortgage.** Make a formal mortgage application. Mortgage offers can take weeks if not months to process see below for tips to move your mortgage along more quickly:

Typical Mortgage Application	Tips to save time.
Your Lender will write to your employer’s for confirmation of your earnings. The request often sits in an in tray or is passed around the firm until it reaches the correct department. It may	Ensure your Lender has the name or department in your firm that deals with Mortgage references. Contact your personnel department or the person in your company

<p>then sit in an in tray for a few days before being sent back.</p> <p>Often references get lost in the post or in the Lender's offices.</p>	<p>responsible and ask them to respond immediately. Ask them to confirm once they have sent the reply and then check two days later to ensure the Lender has received it. If not ask your personnel officer to send it again by fax.</p>
<p>Your Lender will apply to your existing Lender (if any) for a reference. The request may be sent to the wrong department or have incorrect details. It may sit in someone's in tray. Once the response has been sent it may become lost in the post or be lost in the Lender's offices.</p>	<p>Make sure your new Lender has the correct contact details and department and your Mortgage Account Number. Contact your existing Lender tell them that the request is coming and ask them to deal with it immediately and to confirm to you once they have done so. As soon as you know the response has been sent, allowing time for postage, contact your new Lender to ensure it has been received. If it has gone astray ask your existing Lender to fax it again.</p>

<p>Valuation. Lenders often wait for satisfactory references before instructing the Valuer. This avoids spending the Valuation fee if the references are not satisfactory.</p> <p>If you give the Name, address and phone number of the Seller the Valuer will call for an appointment. If the Seller is out or away from home the Valuer will wait for them to call back.</p>	<p>If you are certain your references will be acceptable ask your Lender to instruct the Valuer straight away. Give the Estate Agents details as the contact for the Valuer rather than the Seller. The Estate Agent will push for an early appointment and if the Seller is away or on holiday the Estate Agent can accompany the Valuer to the property.</p>
<p>Issue of Mortgage Offer. Once references are received and the Valuation is back the application goes into the "underwriting" department for approval and issue of offer.</p>	<p>Contact the Lender to ask if they have everything they need and ask them to phone you if they have any queries. Ask how long the offer will take to be issued and push for an early offer. If you are pro active and call regularly your application will be put to the top of the pile.</p>

- ✓ **Arrange Insurances.** When buying a property you may need several different types of insurance. It is best to arrange

insurance before exchange as it can take some time to research the market and obtain quotes. With life assurance and mortgage protection the insurance company may require a medical or letter from your Doctor. You should have all this in place before exchange of contracts.

- **Home and Contents Insurance.** It will be a condition of your mortgage that you have adequate buildings and contents insurance. Lenders will offer to arrange this but it is usually cheaper to shop around and buy home and contents insurance direct from the insurance company. The Lender may make a small charge if you arrange your Home and Contents insurance independently
- **Life Insurance and Mortgage Protection.** Most Lenders require a borrower to take out sufficient life assurance to repay the mortgage in the event of his death. In addition, many borrowers now take out Mortgage Protection or Critical Illness insurance. If it is a condition of your offer that you take out Insurance you must put it "on risk" as soon as contracts are exchanged. Your Lender may ask for a copy of the policy schedule and the policy number before releasing funds.

- ✓ **Contract and Deposit.** Before your Conveyancer can exchange contracts for you he must be in receipt of your signed Contract and cleared funds for the deposit. If you are posting the Contract and enclose a cheque or bank draft with it, do send it by registered post. Remember that a cheque will take up to seven days to clear, a bank draft three days, a BACS transfer will take several days to arrive and a Telegraphic Transfer will arrive the same day provided it is sent early in the day. If you send money by BACS or Telegraphic Transfer remember to tell your Conveyancer that you have done so.

Exchange of Contracts. Once Contracts are exchanged you should:-

- Confirm your removals. If you are a first time buyer it is sensible to arrange to move the day after legal completion. This avoids the pressure of trying to move into a house that the Seller is trying to move out of.
- Contact your insurance companies and put home and contents, life, mortgage protection insurances on risk.
- Give Notice on rented accommodation, work, schools etc.
- Obtain a completion statement from your Conveyancer and send them the balance to complete by cleared funds.
- Ask your Conveyancer to confirm that you have signed all documents needed (see above)

- Confirm your new address to everyone you deal with (see above)
- Arrange for services to be connected. BT will disconnect the telephone and you will need to contact them to have it re connected.
- Check with the Seller that they have arranged for the meters to be read. If not arrange this.
- Arrange for delivery of new furniture, carpets and appliances etc. to your new home. Unless there is absolutely no alternative, try not to have items delivered on the actual day of completion. There will be a lot going on with furniture moving in and out of the property, meters being read etc. Also as there is no guaranteed time for completion to take place you cannot be certain you will have access to the property when the delivery van arrives.
- Check you have complied with all Mortgage Requirements. If you are obtaining a Mortgage your Conveyancer will apply to your Lender for the Mortgage funds. You should check your Mortgage offer carefully to see whether there are any conditions that you must fulfill. If there are unfulfilled conditions outstanding the Lender may refuse to send the mortgage funds and completion will not be able to take place. If you are in doubt check with your Conveyancer.

On Completion Day

- **Arrange to inspect the property.** When you are buying a property, particularly if it is a newly built home, you should arrange to inspect the property on the morning of completion. The Seller is bound by contract to leave the property in the same state that it was in on exchange of contracts. This obligation includes repairing any damage caused by removing fitted furniture, mirrors, paintings etc. and by removal men moving furniture. You will also want to check that the items the Seller has agreed to leave at the property are still there. One of the most frequent complaints a Conveyancer receives from Buyers is that the Seller has left the property full of rubbish. Vacant possession is a term of the Contract and that includes removing all rubbish from the loft, cellar, garage etc. You are entitled to insist that the Seller takes all rubbish with him.
- **The Keys.** Check with the Seller that he has keys to all the doors and windows at the property and ask him to demonstrate that they work. If you are not collecting the keys directly from the Seller ask him to confirm where he will be leaving them. This will usually be with the Estate Agent or the Conveyancer.
- **Be Secure.** If you do not intend to move in immediately invest in an automatic timer to switch the lights on and off

occasionally. You should also hang some curtains to make the property look lived in. If the property you buy has been let out it is worth considering changing the locks as you can't be sure who has retained keys.



Conveyancing Marketing Services Ltd

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