

BUYING YOUR HOME GUIDE LIST

We have listed below a check list of things to do when you have decided to buy a house. Please take time to read through it carefully to prepare you for what will happen. It could save you time and hopefully make the process a little less stressful

- Contact a Bank to establish how much money you can borrow. Whilst arranging the appointment ask what sort of documents you will need to bring with you - wage slips, bank statements, passport etc.
- A 10% deposit is usually required unless otherwise agreed with the seller ("the Vendor"). Please let us know ASAP if you don't have 10% so we can advise the Vendor.
- Contact your Bank and arrange for an appointment to see a Mortgage Adviser, who will explain what types of mortgages they have to offer you. Please see our section on **FINANCE**. The type of survey report will be discussed. The three types are a simple Valuation Report, Home Buyers Report and Structural Report (full survey). Please see our section on **SURVEYS**.

A Structural Report is not normally requested unless your property to be is very old and/or there is good reason to believe there are major structural defects. The Bank (in most circumstances) will contact the Surveyor and arrange the survey. Remember that once you have signed Conditions of Sale you must accept the property as it is, therefore it is vitally important to know if there are any problems with the condition of the Property now. Life policies, house insurance and any other matters will be discussed with your Mortgage Adviser.

- There are going to be a lot of forms to fill out and meetings to be had during the buying process so it might be best to inform your employer so cover etc. can be arranged.

What your Advocate will do

- While you are sorting out the above, they will have started work. Normally two working weeks to deal with all matters are given to you and your Advocate (this is known as the "operative date") when hopefully you will be in a position to proceed and sign Conditions of Sale (if not signed already).
- Don't sign anything unless they have seen or spoken to you.
- We would have already provided them with draft Conditions of Sale, title deeds from the Vendor, and any additional information about the Property or the Vendor when your offer was accepted.
- A file will be opened and a Clerk and Advocate appointed. They will contact you by phone or post and introduce themselves and find out a little more about you and what position you are regarding your finance/survey. This is the time when any questions you may have should be asked, no matter how silly they may seem. They are here to help you through the whole process so don't be afraid to ask. Keep them updated of all the circumstances relevant to your purchase i.e when you have received your survey signed your mortgage offer letter etc
- Your Clerk will carry out the necessary searches, which primarily include the Cadastre and Greffe records. These searches are carried out to establish whether the Vendor owns the whole of the property, the boundaries are correct and that the Property benefits from or is subject to certain rights eg. drainage, rights of access to maintain walls, rights of way etc.
- Once this has been completed he/she will visit the property and check that the boundaries are as stated in the title deeds, the possible location of the drains and services and ensure that the rights researched (if any) are sufficient.
- They will then collate all the information they have researched and prepare the file for a meeting with you.



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- When you meet they will explain the boundaries and the rights (if any) to ensure that you understand the deeds of the Property. Planning details of the property will be discussed (please see our section on **IMMUNITY CERTIFICATES**).
- During this meeting, the manner in which you will own the property known as "Vesting" (if there is more than one of you [please see our section on **CO-OWNERSHIP**]), wills and any other relevant details will be discussed. You will also be informed of the costs involved if you haven't been already (please see our section on **COSTS**).
- Once all of the above has been completed and is satisfactory, Conditions of Sale can be signed by you and the Vendor and you can pay the deposit (if not already). If conditional Conditions of Sale have been signed and all is satisfactory, no further action is required by you to create the binding contract.
- Documents including a draft Conveyance, which will be re-printed on special lined paper for presentation in Court, a statement of account showing the exact amount required to complete your purchase (and sale if applicable) and a letter giving meeting instructions will be drafted by your Clerk and sent to you for your information. In addition, you may also receive draft wills and any other agreements applicable to you.
- On completion day you will meet at your Advocates' office before Court where all documents and Conveyancing Court procedures will be explained to you. It sounds unnerving but in reality it is nothing to worry about. You go to court at 9.30am (after going through a security procedure) and usually, depending on how busy it is, leave by 9.50am holding a set of keys to the door of your new home.

Should you have any queries at any time during this process, please never hesitate to contact your Clerk/Advocate.

