

In order to ensure you get the best possible advice when buying or selling your home, make us your first port of call

## What will we undertake on your behalf?

### Process for selling

- Obtaining the deeds from your mortgage lender or other source
- Sending a draft contract to the buyer's solicitor and preparing any other information to be supplied
- Dealing with any enquiries raised and ultimately arranging for exchange of contracts
- Approving the transfer document and dealing with all completion formalities including redeeming any mortgage and transfer of the proceeds of sale.
- Obtaining an Energy Performance Certificate

### Process for buying

- Instigating local authority and other searches
- Organising and reviewing a surveyors report if required
- Reviewing the confirmation of the mortgage offer from the lender as necessary
- Reviewing all contract papers, raising any enquiries and reporting to and advising you
- Arranging exchange of contracts
- Preparing the transfer and related documents, completing the transaction, and submitting the Stamp Duty Land Tax return
- Registering the title and processing the title deeds.

## How much will you charge me?

As each case differs and given that we work to a quality rather than a price our fees will depend on the work and therefore time involved in each transaction. However we will assess what this is likely to be and supply a written estimate, which will include details of disbursement costs, such as Local (including Commons Registration), Drainage, Water and Environmental Searches together with Mining and Chancel Repair Searches where necessary, the costs of a Survey, and fees for the Land Registration and Land Charges Act Searches, Stamp Duty Land Tax, and Land Registry and Telegraphic Transfer fees. We will also keep you advised as to how the level of costs is running and if any additional disbursements are payable. By doing this there will be no nasty surprises for you and you will know exactly how much your fees will be.

If for any reason your Conveyancing transaction fails to proceed to completion, then our charges for that transaction, together with VAT and any disbursement fees incurred, will be such as are reasonable having regard to the amount of work already undertaken, to the point that the sale is aborted.

## What is the value of having a Survey?

We would strongly advise you to have a survey carried out on the property, whether new or old, as there are cases of quite serious defects occurring even in the most modern property. A survey will give far more information than any valuation carried out for the benefit of a Building Society or other lender and will have the added benefit of giving you your own protection direct from the Surveyor who has carried out the survey on your behalf. Likewise if a survey is carried out early enough and a substantial defect is revealed, then the abortive costs of the transaction can be reduced. Alletsons will be happy to arrange a survey for you.

This information is of a general nature only. It should not be relied upon in the absence of advice about a particular situation and no liability is accepted in the absence of our receiving formal instructions and providing formal advice.

**Alletsons Solicitors**

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