

# The path to owning your new Davidsons Home



Buyer



Solicitor



IFA/Broker



## Week 1

Start

Make appointment with Independent Financial Advisor to start Mortgage process & contact your Solicitor.

Issue out client care pack and terms of business.

Review and present mortgage options to you and advise you of any additional documentation required by your lender.



Request searches required by you and your lender.

Instruct solicitor. Provide ID, and if your purchase relies on the sale of a property or Part Exchange, provide documentation relating to the property being sold/exchanged.

Once you have supplied all documentation, your broker/IFA will place your mortgage application on your behalf.

If selling a property via an Estate Agent – Inform Estate Agent of the exchange deadline you must meet. This is an important date, specified on your Reservation Agreement.

**TIP!**  
Make sure you have up to date ID, proof of address and up to date bank statements and payslips as these may be required.

## Week 2



Check in! Be sure to check in with your solicitor and mortgage broker for an update and ensure there is nothing they need from you e.g. are there any enquiries needed if you are sold or Part Exchange.

Review Contract and Title Documents and raise initial enquiries with Davidsons.



**TIP!**

Make sure you know the process of application to mortgage offer with your chosen lender. Your mortgage adviser can advise you of this so you know what expect when.

Advise you whether there is a Survey fee for you to pay - this will depend on the lender.



## Week 3



Majority of searches - if not all should now be with your solicitor to review. It may be they will want to raise further enquiries regarding these.

If your mortgage has not yet gone to offer, your IFA/Broker should be speaking with your lender to see what the delay is or what timescales they expect to have it issued for you.

Check in! Has your mortgage offer been issued? Depending on your lender it may be immediately available to you but some lenders will post this out to you.

**TIP!**



## Week 4

As we near exchange be sure to have your deposit prepared to transfer to your solicitor in readiness.

Searches are one of the most common delays - If you are having searches and any are outstanding, your Solicitor can advise whether these can be expedited or whether an indemnity policy can be taken out.

If it has not landed already, your solicitor should have received their copy of your mortgage offer to check and review any conditions.



Turn over for weeks 5 & 6!





If documents are being issued out, it will save time if these are emailed to you rather than sent by post. If you do not have a printer, your Sales Manager will be very happy to help with any printing/scanning required.

Once the mortgage conditions and enquiries have been satisfied, the solicitor will report out with the contract & transfer for signing.

**TIP!** If you plan to go to solicitor's office to sign the Contracts for Sale and transfers in readiness for Exchange, make sure you have put time aside & make the necessary arrangements to do this.

**TIP!** Depending on where your deposit money is being held, there may be a limit on how much can be transferred each day. Speak to your Solicitor about the best option for you.

When reviewing & returning signed and witnessed documents to your Solicitor, make sure you do a final check to ensure all required areas are signed and witnessed as specified.

Send deposit money to your Solicitor in readiness for exchange, making sure you have checked all details and the process with them.



**TIP!** Be sure to have a discussion with your Solicitor about authority to exchange contracts, to make sure that you are happy with everything and ready to give authority as soon as requested.

Final review of signed documentation on receipt of deposit money. Request authority from you to exchange contracts.



Finish



# Exchange!



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Wilson House  
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