**Purchase of Leasehold Property (No Mortgage Required)**

**Summary of work required:**

1. Contact with you to gather information and carry out money laundering checks.
2. Approving contract and if necessary negotiating any required changes with the seller’s legal advisors.
3. Extensive review of the legal title to the property, to ensure that the seller is legally entitled to sell the property; and to ensure that there are no onerous covenants or rights which will affect your use and enjoyment of the property;

and to ensure that all necessary rights are in place to allow your use of the property for all normal residential purposes.

1. Reviewing the details of the Lease to make sure it validly grants the Tenant the necessary rights, easements and interests, that the Lease contains all necessary covenants on behalf of the Landlord and management company (where applicable).
2. Reviewing freehold title, management service charge information and any residents management company structure (where applicable).
3. Carrying out a search with the Local Authority and analysis of the results to ensure amongst other things, that all necessary planning permission and Building Regulations approvals are in place; whether the property abuts a publicly maintainable highway; the results of any Tree Preservation Orders, details of any nearby road schemes, details of any proposed compulsory purchase, and whether there are any orders in place that would create further liabilities.
4. Carrying out further searches in relation to drainage and water supply, planning, environmental history, flood search and chancel check and other locally relevant matters such as mining. Analysing the search reports on receipt to ensure that there are no onerous liabilities attached to the property.
5. Corresponding with the seller’s legal advisers to raise additional enquiries to address the results of our research and searches so that any issues that we revealed are clarified and/or dealt with.
6. Providing you with a written summary of our findings from reviewing the legal title and the search reports. Providing you with the contract for your signature, along with a prepared Stamp Duty Land Tax return for filing with HMRC.
7. Exchanging Contracts and carrying out final pre-completion searches with the Land Registry to ensure that there have been no further amendments to the legal title, and to ensure that you have priority to register your ownership of the property.
8. Preparing completion statement to show all payments made and received and providing you with a balance required in order to complete your purchase. Apportioning service charges and ground rent.
9. Raising requisitions on title and checking the replies, including undertakings to redeem seller’s existing charges. Drafting and agreeing a simple transfer of registered title form TR1
10. Completing the purchase; submitting a return to HMRC to account for any stamp duty land tax to be paid; ensuring that any necessary indemnity policies are in place from the date of completion.
11. Serving on the Landlord any necessary notices of transfer, along with a Deed of Covenant if necessary.
12. Registering the transaction with the Land Registry and ensuring that your ownership any other pertinent matters are correctly recorded.
13. Forwarding to you a copy of the Lease and updated Registers of Title.

**Timetable for work:**

Steps (a) to (j) – usually 6-8 weeks

Steps (k) to (p) – usually 2-4 weeks but dependent upon the Land Registry and the speed of the seller’s legal adviser in providing documents showing previous charges have been removed.