



New Build Conveyancing

About Us | Conveyancing Fees | Step-by-step Guide



Why Lawcomm?

Specialist New Build Solicitors | Fixed Fees | No Move – No Fee Policy
Easy to Complete - Secure Digital Documents | Friendly, Dedicated Case Handlers
Law Society Accredited | Award Winning | Years of Experience
Trusted by Developers Nationwide

Lawcomm
s o l i c i t o r s



Award Winning Property Solicitors

Buying a house can be a daunting process especially when it comes to the legal aspects. Buying a new build property has its own set of challenges including different government schemes, an array of financing options and often very tight deadlines.

You will need a firm of solicitors with experience and expertise that can work closely with you and your developer.



**Awarded the
Best Law Firm for Conveyancing by
First Time Buyer Magazine
2018 and 2019!**



What our clients say...

“Service and customer care...from start to finish was of the highest standard.”

*“Thank you...for such a quick and positive experience.
Great overall service, would definitely recommend.”*

*“Lawcomm Solicitors were very good to me...
Great service and nice people, always there to help.”*

“Very helpful and professional staff. Would recommend again.”

*“Even during Covid-19 everything worked as normal.
Professional Service and friendly team.
Highly recommended.”*

Step-by-step Guide to buying your new home



Instructing a Solicitor

Once you have reserved a property to buy, the process begins with the following steps:

- The developer sends us a Reservation Form for the property.
- We send you our Digital Welcome Pack - this contains forms to collect all the information we need from you to get started. We will also contact you via telephone/email to welcome you and discuss any initial relevant information.
- You complete and sign the Welcome Pack online (or print if you prefer), provide us with identification and pay a deposit to cover the cost of searches and initial disbursements.
- We will notify the Sales Office that you have instructed us.
- You will also complete your mortgage and Help to Buy applications, if applicable.

At this initial stage and throughout the process, our full support will be available for any questions you have about the Welcome Pack, your personal circumstances and the conveyancing process in general. You will be provided with direct contact details for the New Build Team and your dedicated case handler once assigned.

We aim to respond to all contact on the same working day as received.

Draft Contracts

Hopefully, by the time we have received your signed instructions and deposit we will have also received the Draft Contract Pack from the developer's solicitors. The next steps are:

- We electronically check your identity and carry out property searches.
- We examine the paperwork from the developer's solicitors and send a report to you, including the contract for you to sign and return.
- (Help to Buy only) We receive an Authority to Proceed (ATP) from your Help to Buy agent. When we have this, we will send you the Equity Deed to sign and return to us.
- We will raise any enquiries that we deem necessary. If you have anything you would like us to raise on your behalf please let us know.

Mortgage Approval

If you are getting a mortgage, there are extra steps that take place:

- Your lender sends us the Offer and we send you the Mortgage Deed to sign and return.

- We notify the lender of any incentives given by the developer (provided in the CML disclosure of incentives form) for approval.
- We deal with any special conditions as soon as possible.
- (Help to Buy only) We send the mortgage offer, valuation, CML form and signed Equity Deed to the Help to Buy agent requesting Authority to Exchange contracts (ATE).
- You then send us your deposit (minus any reservation fee already paid).
- We receive lender approval (and Authority to Exchange from the Help to Buy agent).
- We will review the special conditions of your mortgage offer and advise of anything the lender requires confirmation of e.g gift deposit, search results.

Exchange Contracts

Once contracts have been agreed and signed by both parties, they are securely exchanged on a specific date (this is usually within 28 days of your initial reservation). At this point you and the developer are committed to the transaction of which at this time your purchase is legally binding. At this stage you will also agree the timescale for completion. This can either be a fixed date or 'on notice'.

- Fixed Completion date (the date you will get the keys and legally own the home) - this will happen only if the property is ready to move into. If this is the case, we will send you a completion statement (details of all costs involved including outstanding fees) for you to check and pay any outstanding amounts, including money to buy the property. If you have a mortgage, we will request the funds from your lender, as well as Help to Buy equity loan if applicable.
- Completion 'on notice' - this is when you must wait until the property is ready. Once ready, we will be given a notice period by the developer in which we send you our completion statement and request funds.

Completion

Completion is the date on which the developer will receive payment for the property, and you get the keys to your new home! After this, your ownership of the property must be registered with Land Registry and your Stamp Duty Land Tax return must be completed and sent to HMRC. Our service includes the completion of these formalities. Once registered, we will then forward the completed registration docs to you. Please note that the Land Registry will issue this electronically.



Frequently Asked Questions



1. What is the Welcome Pack?

The Welcome Pack will include a questionnaire about yourself and the property. Completing this to the best of your knowledge and in as much detail as possible will give us a head start, speeding up the transaction.

You will need return this to us with your ID and proof of address, along with an initial fee of £250.00, which will be deducted from your final bill. Once we receive these, we are officially instructed and can begin work.

2. What is the difference between fees and disbursements?

Our legal fees are what we charge you for doing the work. You will pay these at the end of the transaction. Disbursements are fees we pay to third parties, i.e. to the local authority for the searches.

3. Once I have submitted the Welcome Pack, my ID, and paid my £250.00, what do I do next?

Nothing for now. We will review the details you have provided from the welcome pack and send a letter to the seller's solicitor requesting the Draft Contract Pack (DCP). This pack will include, amongst other things, the Contract; Lease; Title deeds and plan; Planning permissions, Building regulations and gas/electrical/window installation certificates. We will review this pack and ensure everything provided is good and proper and request further information (raise enquiries) where we deem it necessary to protect you.

4. What do I need to do if I am funding the purchase of my property with the help of a "gift"?

Please make us aware of this gift as soon as possible so that we may provide you with the declaration. The person gifting you will need to complete this and provide proof of their identity, address, and source of funds. We need this on file to satisfy our money laundering requirements.

5. What does "Raising Enquiries" mean?

Once we have received the Draft contract pack, our dedicated technical team will review the papers and raise enquiries. There will always be some information, documentation, or clarification needed on the papers we hold. Enquiries are a list of questions we put to the seller's solicitors in relation to the papers they have sent (or not sent). We will need to have their replies before we can move to the next stage as these are to protect you and your mortgage lender.

6. What does "Exchange of Contracts" mean?

This is a critical stage of the process by which you and your seller become legally bound to complete the transaction. We will request your deposit monies from you before we can exchange.

If you were to pull out of the transaction after exchange, you will lose, as a minimum, your deposit. It is highly advised that you ensure you are happy to purchase this property before exchanging contracts.

7. What does “Completion” mean?

This is the day the transaction completes, and you move into your new home. On that day, the purchase money is sent over to the seller’s solicitors who will call us once they have received it and confirm that the transaction is complete. They will then arrange for you to pick up the keys. We will let you know that completion has taken place as soon as we hear from them. There is nothing for you to do on that day. Just await our call to go pick up your keys. What time this will happen is hard to predict as it is in the bank’s hands, but we usually expect it to complete between 12:00pm – 3:00pm

8. How much should I budget?

You will need to account for the fees and disbursements that we quoted you in our Welcome Pack. The £250 you paid on account will be deducted at the end. You will also need to send us the 10% deposit to enable us to exchange contracts. You will most likely have a shortfall to send us to complete (difference between the purchase price and mortgage funds). The seller will also require one month rent and charges in advance. This is your responsibility to ensure you have sufficient funds to complete the transaction. We are unable to send you an exact figure until we have agreed a completion date.

9. How long will it take?

We will endeavour to work to the timescale as laid out on the reservation form which is generally approximately 28 days from the receipt of draft contract pack to exchange of contracts.

10. When can I hand in my notice on my rental property?

Not until you have a completion date and you have exchanged contracts with the seller. If you want to hand in your notice before, it is up to you. It may be that you have a good relationship with your landlord, and he is easy about when you will be moving out. But you must be prepared to potentially lose some of your paid rent if you complete before the term of your existing tenancy and accept the risk that you may have to find temporary accommodation.



Other services we offer

Personal

Conveyancing

Residential Conveyancing
New Build, Shared Ownership &
Resales

Family

Cohabitation Agreement
Divorce
Financial Provision
Separation
Postnup
Prenup

Private Client

Declaration of Trust
Will Writing and Review
Lasting Power of Attorney
Probate & Executing a Will

Personal Litigation and Dispute Resolution

We can assist with a wide range of
civil and personal disputes

Employment

Employments Contracts
Settlement Agreements
Whistleblowing
Pregnancy and Maternity Rights
Bullying and Discrimination
Unfair Dismissal

Business

Business Legal Services

Commercial Property
Acquisition & Disposal
Commercial Leases
Rights & Restrictions
Landlord & Tenant
Property Auctions
Property Investment

Business Services

Buying & Selling Businesses
Consultancy Agreements
Debt Collection
Shareholder Agreements
Terms of Business

Commercial Litigation and Dispute Resolution

Employment Law

Employment Contracts, Policies and
Handbooks
Employment Tribunal Defense
HR and Health & Safety
Restrictive Covenants
Settlement Agreements and
Redundancy
Transfers of Undertakings (TUPE)

Legal Information

Company Details

Lawcomm Solicitors is a trading name of Lawcommercial Trading Limited a company registered in England and Wales (No. 09606063) whose registered office is at: 218 Strand, London, WC2R 1AT

We are Solicitors of England and Wales. Our main branch office is at:

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We are authorised and regulated by the Solicitors Regulation Authority (No. 623098).

Rules that govern solicitors conduct may be viewed at www.sra.org.uk/code-of-conduct.

Details of our professional indemnity insurer is available by request to our registered office.

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