

# Buying your home

## Purchasing Procedure

At eastbrooke homes, we want to make your journey to homeownership as smooth sailing as possible. On this page, we explain the full Purchasing Procedure a buyer will undertake when buying an eastbrooke home – so you know exactly what to expect.

It is important to note that this procedure does not apply to Shared Ownership. If you are looking for Information on the Shared Ownership process, please visit the Shared Ownership page.

## Step 1 - Complete Reservation

To complete your reservation our Sales Advisors will need:

1. Details of your appointed solicitor.
2. Details of your appointed selling agent and details of the sale relating to your property (if applicable).
3. Information regarding your proposed financial arrangements. If you have not decided yet our Sales Advisors may be able to provide the details of financial advisors who can help before your reservation is processed to avoid problems later.
4. A reservation fee. The amount of the deposit may vary and will be confirmed by our Sales Advisors.
5. Two forms of Identification for all named purchasers (one photographic and one proof of address dated within the last 3-months),
6. You will also be required to sign a copy of our Reservation Agreement.
7. After signing the Reservation Agreement, you have a 14-day cooling off period during which you can change your mind and receive a full refund of your reservation fee.

Upon reservation, our Sales Advisors will issue a copy of the completed reservation form to our solicitor and instruct them to issue the draft contract to your solicitor as soon as the 14-day cooling off period has expired.

## Step 2 - From Reservation to Exchange of Contracts

A contractual exchange will usually be required within 28 days of issue of contracts. If contracts are not exchanged within the agreed timeframe, the reservation will lapse and the property could be put back on the market.

We strongly recommend that upon reservation you contact your mortgage advisor to submit your mortgage application as soon as possible and contact your solicitor to talk through the conveyancing procedures they will complete on your behalf. You should inform them of the contract exchange deadline date and remain in regular contact in order that they can keep you fully informed of the timescale and progress of the transaction to ensure you meet the deadline.

### The conveyancing procedures your solicitor will undertake include:

1. Receiving the information pack from our solicitors.
2. Initiating the Local Authority Search and any additional specialist searches. To avoid unnecessary delay, your solicitor will usually require funds on account immediately to initiate and pay for the searches.
3. Approving the contract when all enquiries are complete.
4. Receiving your mortgage offer and instructions from the lender, and deal with any conditions such as ensuring life cover and buildings insurance are arranged.
5. Requesting the deposit from the purchaser, report to the purchaser and arrange for the contract to be signed.
6. Agreeing completion procedure and exchange of contracts.

## Step 3 - Complete Contracts

You will be asked to book your Pre-completion Inspection asap following exchange of contracts. You can undertake this process yourself, however, we recommend appointing a suitably qualified Snagging Inspector to undertake this on your behalf.

Any snagging works identified during the inspection will be attended to prior to legal completion. We will notify you of any outstanding works and a timeframe for completing the same, should this be necessary. Our Sales Advisor will liaise with you regarding the Demonstration and Inspection Meeting at your new home, usually held 1-2 weeks before completion of contracts.

Upon completion of contracts your solicitors will forward to our solicitors the balance of funds, and the release of keys to you will be authorised.

On handover of the keys our Sales Advisor will provide you with a link to your warranty and hand over documents, and Home User Guide, which includes appliance instructions and useful information regarding your new home.

## Any Questions?

If you have any queries regarding the purchasing procedure, our experienced Sales Advisors will be on hand at our sales centres to help, or you can contact our sales department on 0238 068 8400 for help and advice.

