

A close-up, slightly blurred photograph of a man and a woman. The man, on the left, is wearing a blue and white plaid shirt and is smiling. The woman, on the right, is wearing a white tank top and is also smiling. In the foreground, a hand is holding a set of keys, with another hand reaching towards them. The keys are silver and have a circular head with a logo. The background is out of focus, showing more of the couple and some indoor lighting.

Your journey to a
28 day exchange

SHANLY
— HOMES —

28 days to exchange with Shanly Homes

What you need to do after reserving your new home:



Week 1

- ☐ Instruct your solicitor to apply and pay for local searches (you will need your passport for ID). If you don't have your own solicitor, why not use one of the panel of Shanly Homes recommended solicitors? They will already have first hand experience of the development and the searches needed to ensure a smooth, stress free journey through the exchange and completion of contracts. They may well save a lot of time and more importantly money. If you have an existing mortgage, please ensure you provide your solicitor with your current details and roll number, this will enable them to obtain your Title Deeds.
- ☐ If appropriate, you will need to apply for your mortgage and pay your survey fee. We have a number of preferred mortgage advisors available.
- ☐ Your lender will ask for references from either your landlord or employer, please make them aware they need to return all paperwork promptly. You will be asked to submit wage slips and bank statements so please make these available. Contract documentation is issued from Shanly Homes' legal department.
- ☐ Liaise with your solicitor to ensure they have received the relevant documentation and applied for searches at the end of Week 1. It would also be helpful if you could let our sales consultant know.
- ☐ Ensure everyone knows when you will be moving. If you are in a chain of buyers, everyone now needs to know the likely moving timeframe.



Week 2

- ☐ References and all relevant paperwork required should be returned to your mortgage lender, please check these have been received.
- ☐ A valuation survey should have been instructed by your mortgage lender. If applicable, liaise with your mortgage advisor to ensure the valuation survey has been instructed.
- ☐ Should your solicitor have any enquiries once they have read through the contract, these should then be raised with Shanly Homes' legal department. It would be helpful if you could contact your solicitor to make sure they are on track.
- ☐ Ensure regular contact is kept with your estate agent if you are selling your current property to make sure the chain is progressing, as this can cause unnecessary delays.
- ☐ Ensure that the local searches have been applied for (there is more than one search that is done) – it is important as local councils can take weeks to get these back and your solicitor cannot raise some enquiries without these.



Week 1



Week 2



Week 3



Week 4



Week 3

- ☐ Your solicitor should receive replies to any enquiries that may have been raised.
- ☐ If there is any delay, speak with the sales consultant on site to chase Shanly Homes' legal department.
- ☐ Searches should now have been returned to your solicitor.
- ☐ The valuation survey should be carried out and a valuation report submitted to the lender.
- ☐ Make an appointment with your solicitor for next week to go through the contract paperwork and sign contracts. It would also be helpful if you could let our sales consultant know when you have scheduled this.
- ☐ Make arrangements to transfer the required amount of deposit monies.
- ☐ Arrange to have the deposit available - with cleared funds by Bankers Draft or Bank Transfer in readiness for an exchange of contracts. (Please note that a cheque can take up to 14 days to clear so is not a viable option of payment).



Week 4

- ☐ You should receive a mortgage offer from your lender, you need to sign this and return it.
- ☐ If you have not received your copy chase your financial advisor/lender.
- ☐ Make an appointment with your solicitor to go through all necessary paperwork. It would also be helpful if you could let our sales consultant know when you have scheduled this.
- ☐ Your solicitor will ensure you are happy with the contract and ask you to sign all paperwork. If you have not already done so, you need to pay your deposit in readiness for an exchange of contracts.
- ☐ Solicitors will exchange contracts and the terms of the contract will become legally binding. A completion date will be fixed if the property is ready, otherwise a completion date will be given on notice.

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