

# HOUSE BUYING TIMELINE CHECKLIST

- 1. Get your house Valued.
- 2. Start getting everything lined up, and consider any urgent work you need to do to the property before selling.
- 3. Check that you have the documents listed below and, that they are at the same (correct) residential address
  - ID – Passport       Proof of address – Driving licence or posted utility bill
  - 3 months payslips.       Latest p60       3 months bank statements – consider what they will look like to a lender. Can you improve your spending habits?
  - Proof of the deposit monies if it isn't all coming from your sale. If it's a gift your mortgage adviser will guide you through the process but, in most cases, the donor will need to be willing to provide ID, bank statements and a gifted letter.

If self employed

- 3 years accounts (if applicable).       3 years tax computations       3 years tax year overviews

## **TOP TIP:**

- If you don't have the full 3 years, still get advice as an adviser will have access to lots of lenders and they all have different policies. It is normal practice for lenders to average the income, however, Some lenders will also work on the latest years figures rather than averaging your figures over the last 2/3 years.

- 4. Complete a purchase budget planner to think about the costs of the new house and how much you can afford.
- 5. Find out how much you can borrow – get advice from a Whole of Market adviser who can look at all lenders and options. Your bank will only recommend their products. The adviser will most likely use an affordability system to look at what lots of lenders will offer.
- 6. Choose which Estate Agent you want to use, consider whether they are local and independent or a corporate chain. Look at Google for Feedback and Rightmove to see who has the market share in your area. Don't instruct.

**TOP TIP:**

➤ Sometimes its tempting to go with the agent who gives you the highest sale price for your house. Use the agent you prefer but ask them to list your property higher if you think they underestimated the value, rather than going with another agent on price alone.

- 7. Complete the house wishlist (if you want to!)
- 8. Get your house listed with the agent

**TOP TIP:**

➤ Generally, an estate agent won't take an offer from you on a new house until you are "proceedable" – proceedable means that you have accepted an offer on your house.

9. Register with all of the main house hunting sites

- Rightmove       Zoopla       On the Market       Boomin
- Prime Location

**TOP TIP:**

- Create an account and set up your house hunting parameters, you will then get notifications as soon as houses are listed. This saves you having to register with loads of agents. You should also still be committed to checking the sites every day.

- 10. Accept an offer on your house

**TOP TIP:**

- Make sure to ask the position of the people who are buying your house.. are they in a chain, cash buyers or investors?

- 11. Find your dream home (sounds easy!)

Use our property checklist and Questions to ask document.

- 12. Get your Offer Accepted

At this stage the estate agent will ask you a few questions:

1. How much is your deposit (they may ask you to prove its source)
2. Who is arranging your mortgage
3. Who is your solicitor

**TOP TIP:**

- Decide on your solicitor and mortgage broker before making an offer. You can ask them for advice and guidance and, the estate agent will be able to issue the Memorandum of Sale Quicker.

- Make it a condition of your offer that the property is marked “sold subject to contract” on all platforms.

- 13. Instruct your solicitor

**TOP TIP:**

- Ask them not to start incurring fees until you have the mortgage application underway, this avoids fees if you have an issue with the mortgage.

14. Book a meeting with your mortgage broker and apply for the mortgage.

**TOP TIP:**

- The mortgage process is broken down into a few stages that should look like this;
1. Mortgage Meeting/Documentation gathering
  2. Mortgage recommendation
  3. Agreement in principle (credit check) completed
  4. Application submitted
  5. Mortgage initially reviewed and, the lender sends an initial request for documents to the adviser.
  6. The mortgage moves through underwriting and approval – this can take a few weeks.
  7. The lender completes a valuation (this is sometimes before approval as part of the initial document request, it varies lender to lender)
  8. Mortgage valuation approved
  9. Mortgage application gets a final check by an underwriter
  10. Formal mortgage offer issued
  11. 5-7 days copies of the offer issued to all parties. If you're using an adviser, they will have checked the offer to ensure it matches the application.
  12. Consider insurances e.g life cover.

15. Mortgage offer received by the solicitor. If they haven't been done already, searches will be requested.

**TOP TIP:**

- You will receive your copy now, you should read it very carefully to fully understand all of the terms and conditions.


16. Consider instructing a Surveyor to complete a Homebuyers or, full building survey.

**TOP TIP:**

- [www.rics.org.uk](http://www.rics.org.uk) have guides on which types of surveys to consider. Your mortgage adviser will have a company they can recommend.


- 17. Searches will be received by the solicitor and checked – they may discuss the findings with you.
- 18. If applicable, you will receive your survey report. If there are items that you are unsure of, seek advice. If there are costs you weren't expecting, consider renegotiating the purchase Price.
- 19. Check in with your estate agent to make sure your purchasers have their mortgage agreed.
- 20. You should be getting close to exchange, check in with your solicitor
- 21. Start packing and consider whether you are using a removals company. If you are, enquire now as they get booked up!
- 22. Get home insurances quotes sorted.

**TOP TIP:**

-  This is a condition of your mortgage so cannot be overlooked. To save a panic on the day of exchange, start looking at this early but wait until exchange to start the policy.

- 23. Get Personal insurances sorted e.g life cover and income protection

**TOP TIP:**

-  Although not mandatory on a mortgage, if you are buying with someone else or, have children you really should have life cover as a minimum. Get advice from your adviser, they know your mortgage information and will be able to make a recommendation. We would recommend using your adviser to ensure you have someone you can turn to if you need to make a claim.

- 24. Speak with your solicitor, discuss exchange/completion dates.
- 25. Get deposit monies ready to transfer to the solicitor.
- 26. Visit the solicitor to sign contracts and get ready for exchange.

27. Exchange contracts – exciting!

**TOP TIP:**

- This is the point at which you legally have to complete on the purchase, you cannot back out without losing your deposit money but, you don't get the keys until completion.
- You should start any insurances now.

28. Complete and... move in!!

**TOP TIP:**

- this can be slightly complicated as you may have to leave your house and move into the new one on the same day, talk to your solicitor and removal company – they will be able to guide you.
- Take meter readings when you leave (and photos!), and as soon as you arrive, you will need them when you cancel/register the utilities.

29. Enjoy your new home!

**NOTES:**

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