



**Devonshires Solicitors:**  
**Conveyancing Specialists for Overseas Buyers**  
Minimum fuss, maximum guidance, all from the heart of London



## We're here to help

Buying or selling an investment property (or doing both at once) requires guidance from an expert at every step of the way. Our approachable, accessible and expert residential Conveyancers are on hand to ensure the transaction is as stress-free as possible from the estate agent issuing the sales particulars, to the keys being handed over and beyond. **We have included a flowchart at the back of this guide to explain the key steps of the process.**

## A modern practice founded in 1840

Devonshires first opened its doors in 1840 and we've been providing **high quality legal services** to our clients, including those based **outside the UK**, ever since. Despite our long history, we have developed into a **constructive and forward-thinking** legal practice known for its diligent staff, working hard with our clients to make sure that all of their conveyancing needs are met.

## Who we act for

Our clients range from serial **overseas investors** buying their first UK property with a view to securing income, through to **companies** building up large portfolios of rented properties, to **developers** (both large and small) developing commercial, residential or mixed-use projects throughout the country. We understand that different clients need varying levels of guidance, so we'll **tailor our service** to suit your individual needs.

## Our skilled lawyers

Our lawyers are **down to earth** and here to guide you through the process whilst providing clear advice. For your added **peace of mind**, we are fully accredited under both Lexcel and the Conveyancing Quality Service Scheme (CQS). CQS is operated by the Law Society and is an accreditation system based specifically on the **highest quality** of conveyancing practice in the United Kingdom.

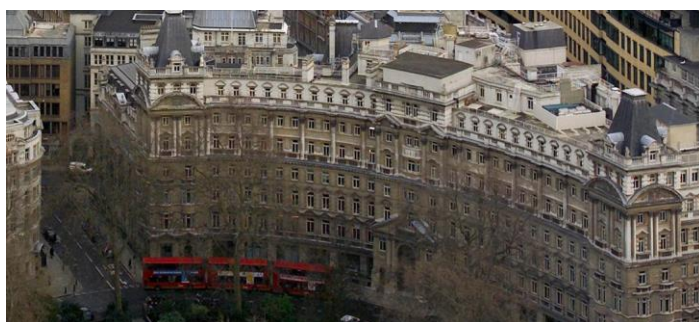
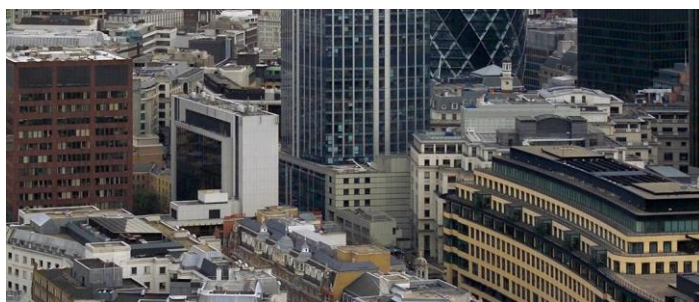
### Our tailored service

We realise that clients who are based abroad may have never purchased a UK property before, and that the complexities of property law are all **a bit of mystery**. Others know the conveyancing process inside out. They just want it dealt with. In either case we will actively provide **guidance** every step of the way; taking the time to explain not just what we are doing, but why we are doing it. We provide **bespoke advice** tailored to the needs of the client. That's part of our **core philosophy**.

### Large but personal

Although we have a **large team** of property professionals we make sure that each transaction is handled by just one person day to day- so you **get to know them** and they **get to know you**. You will be given full contact details, so you know that you can get hold of us at any stage of the process. We make sure that every client is allocated a solicitor who has the **necessary expertise** specific to their individual requirements. We have experts in:

- **Buying and selling**
- **Landlord and tenant**
- **Auctions (buying or selling)**
- **Equity transfer**
- **Equity release**
- **Redevelopment and Rights of Way**



### Get in touch

If you have decided to purchase a property in England or Wales for investment purposes, and require expert advice and guidance in order to successfully complete the deal, please **get in touch** with us for a quotation.

Our number is **(+44) (0)207 6287576**. We would be delighted to help.

*“I would have no hesitation whatsoever in recommending Devonshires to friends, colleagues and contacts”*

### Step 1 – Quote

You can contact us at any stage to obtain a quote, even before your offer has been accepted. Your quotation will show our conveyancing fees, together with the VAT charged and the appropriate search and Land Registry fees. It is necessary to register all purchases at HM Land Registry and the Land Registry fee shown on your quotation is for this purpose. The quote will also detail the Stamp Duty which will be payable on the property.

### Step 3 – Receipt of contracts

Once we have your signed client care letter, monies on account and identification we will contact the seller's solicitors to obtain contract documentation. Upon receipt of contracts we will:

- Raise initial enquiries with the seller's solicitors based on the documentation and information received.
- Order searches. The standard searches for a residential property are Drainage and Water Search, Environmental Search, Local Search and Chancel Repair Liability. Searches take on average 2-3 weeks to be returned.
- Raise enquiries with the managing agents. If the property you are purchasing is leasehold we will make standard enquiries to ascertain the level of ground rent, service charge and details of any maintenance at the property.

### Step 5 – Preparing for exchange

Once we have reported to you if there are any specific enquiries you wish to raise then we will do so with the seller's solicitors. Once all enquiries have been answered then we are ready to exchange. It is important that all enquiries have been responded to and you are entirely satisfied you have no other issues you wish to raise, as once we have exchanged contracts we cannot raise any further enquiries and failure to complete will result in financial penalties.

To enable us to exchange we must have:

Confirmation from you that all of your enquiries have been answered;

Received your mortgage offer;

Received a 10% deposit into our bank in cleared funds;

Your part of the contract must be signed and returned to us; and

All conditions of the mortgage must be satisfied.

### Step 7 – Preparing for completion

We would draw up a transfer document which will need to be approved by the seller's solicitors. Once the document is approved it will be sent to you to sign.

We will contact your mortgage lender to order funds for completion.

We will submit a bankruptcy search and priority search for the property. The results of which are immediate.

We will provide you with a completion statement to detail the amount we require to complete. Cleared funds for completion must be in our account the day before completion.

### Step 9 – Post completion

Following completion we need to:

- Submit your stamp duty return – to enable us to do this we will require your date of birth and National Insurance number.
- HM Land Registry application – once we have paid your stamp duty we will make an application to HM Land Registry to register you as the owner of the property.
- Leasehold requirements – if the property is leasehold we may have to submit notices to the management agents or deal with the deed of covenant.

### Step 2 – Instruction

Once the seller has accepted your offer, you are ready to instruct us. At this stage you will need to complete the following:

- sign our client care letter;
- provide two forms of identification certified by a solicitor (usually a passport and utility bill);
- pay money on account to us to submit relevant searches on the property; and
- provide details of the estate agents.

### Step 4 – Receipt of searches and replies to enquiries

Once we have your search results and replies to preliminary enquiries and/or management pack then we will raise any further enquiries required with the seller's solicitors. We will also prepare our report on title for you based on the information and documentation received.

*Report on title – this report is extremely important and must be read carefully. It will detail all the search results and provide you with details of any aspects of the property which would be of concern. If the property is leasehold then it will provide full details of the lease and the covenants which you will be bound by when you take possession of the property on completion.*

### Step 6 – Exchange

Exchange means the contracts become binding and the completion date is set. The standard time between exchange and completion is 10 working days but this can be negotiated if you have another completion date in mind.

On exchange we telephone the seller's solicitors and confirm we are holding a signed contract and deposit. We then date the

contract whilst on the telephone and send your part of the contract to the seller's solicitors and they send their client's signed part of the contract to us.

### Step 8 – Completion

On the day of completion we send the funds to the seller's solicitors. Once they have the funds they telephone the estate agents and release the keys. They then telephone us to confirm we have completed. Once we have completed we will advise you and you can collect your keys and move into your new home! Completion usually takes place by 12 p.m. on the day of completion but this is entirely dependent on the banking system and we cannot provide an exact time for completion.

### Step 10 – Finalising matters

Once we have completed all of the above then we are ready to close your file and at this stage we will need to know whether you wish us to hold the title deeds for your property in our deeds store or whether you wish us to send these to you for your safe keeping.

You can now relax and enjoy your new home!