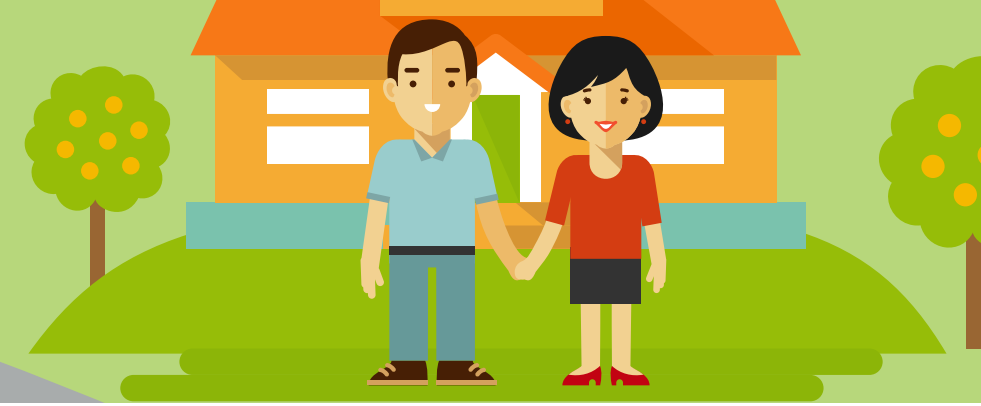


A STEP BY STEP GUIDE TO TRANSFER OF EQUITY



1

We write to you with our client care letter and questionnaire which contains queries regarding you and the property

2

You inform any mortgage lender involved that we are acting on your behalf (a new mortgage offer may need to be issued in accordance with the lenders requirements)

3

You return our client care letter, questionnaire and ID



7

We then draft the necessary transfer document and any other required documents, before forwarding these to you for your signature

8

Upon receipt of all enquiries and documents from you, we shall set the file up for completion

9

You transfer our fees & disbursements

11

We then submit the application to the Land Registry with their fee

12

Once the Land Registry has approved the application, a new title register is issued to us and we send a copy to you for your records

4

We undertake our title inspection



5

We receive any relevant mortgage documentation

6

We raise any necessary enquiries with you, your lender, and any associated Management Company



10

We submit any required documentation to your lender



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