



PURCHASE TRANSACTION

Missives Procedure

1. We submit the **Offer to Purchase** on your behalf.
 - This Offer opens the “missives” or contract.
 - Please note that this will not be fully accepted by the Seller’s agent until a Survey report is carried out over the property and upon your confirmation that you are satisfied with the details of the report.
2. The Seller’s Solicitor will copy the Offer to the Seller and take their instructions on the Offer. Upon receipt of the instructions they issue a **Qualified Acceptance**.
 - The Qualified Acceptance confirms that the main terms of your offer have been accepted, however the Sellers are adding some additional conditions (or qualifications) to the original offer.
 - This is copied to you for your instructions.
3. Should there be further amendments to the Qualified Acceptance, we will issue a **Further Formal Letter** to the Seller’s solicitors, upon which they will take their client’s instructions.
4. If the Sellers accept the terms of the further formal letter they will issue a **Concluding Letter**.
 - this means that Missives (the Contract) is now concluded and that you are both legally bound by the terms of the Missives.

Essentials to the Transaction

- **Offer of Loan:** We require your Offer of Loan to be with us at least 10 working days prior to the Date of Entry. This allows us to thoroughly check your Offer for all conditions and ensure that we have adequate time to request your loan funds.
- **Identification:** In order to comply with Money Laundering Regulations we shall require to see and verify your Identification. This will normally involve you visiting the office at some point during your transaction.
- **Title Deeds from Seller:** Upon receipt of the Title Deeds from the Seller’s solicitor, we shall examine and copy same to you. We would ask that you read through the title deeds for your prospective property and contact us with any queries that you may have in this regard.
- It is important to remember that no Purchase or Sale transaction is the same, and therefore there may be variations to the transaction, or additional information that we require.

- We can confirm that we shall always be in touch to discuss this with you and provide an explanation as to the requirement of any additional items from you or the Seller.