



# MIDDLEWOOD LOCKS

MANCHESTER

## PURCHASE PROCEDURE

## Purchase procedure

1. Select the apartment of your choice from the price list.

In order to reserve your new home you will need to complete the following:

- A reservation form (please make sure you put the names of the buyers who you want the contract to be issued in).
- An identification checklist (please note you will need to provide two forms of identification, one with a photo such as a driver's licence or passport and one with your current address such as a utility bill).
- A purchaser checklist.
- Once all the paperwork is completed you will need to pay a reservation fee of £1,000 for an outright purchase or £500 for a Help to Buy purchase, If you would like to purchase a car bay there is an additional reservation fee of £250 (Please note we can take payment by credit card, debit card, cheque or bank transfer).

2. Once we have received a copy of your completed reservation paperwork and reservation payment we will instruct our solicitor who will send out a contract pack to your solicitor. The reservation fee takes the property off the market for the agreed reservation period. The developer's solicitor will liaise with your solicitor during the reservation period and ensure that they have everything they need in order to progress the reservation to exchange.

3. On exchange of contracts you pay the balance of your deposit monies less your reservation fee, details of which will be documented on your reservation paperwork along with the date for exchange. Please note once contracts have been exchanged you are legally bound to complete on the purchase and your solicitor will advise you accordingly.

4. Once you have exchanged, you will have 10 working days to complete on your purchase. During the notice period we will invite you to come and have a demonstration of your new home prior to you moving in.

5. On completion of your apartment we will contact you to handover your apartment and arrange for you to collect the keys. Alternatively you can elect for someone to do this on your behalf by confirming in writing to us.

**Welcome to your new home!**

