

What to do when you receive your Client Care Pack – purchase

Thank you for choosing PM Property Lawyers to do your conveyancing. We're keen to get started with your purchase and no doubt you are too so here's what to do to get the whole process moving.

There's a lot of information in your client care pack and we do recommend you read it thoroughly. But at this stage, there are just a few things we need from you so we can start working on your file.

First, we need **two forms of ID for each person buying the property**. Find the document called Checking Your Identity to see what we can accept.

You'll need to send one document from the proof of name list and one from the proof of address list. You can use your driving licence for either list, but not both.

You can send us the originals of your ID using recorded or signed for post, but we recommend instead getting a verified or certified copy so there's no risk of important documents getting lost. A professional person who is regulated by the Financial Conduct Authority can provide a certified copy and some branches of the Post Office also offer this service.

Please complete the **buyer questionnaire** in full.

It asks for a lot of information, but it's all relevant and the more details we have, the less we'll need to ask you at a later stage.

It's really important that we also have your completed **source of funds form**. Conveyancing firms are a frequent target for criminals and we carry out strict checks to prevent fraud and keep your money safe. If you are using any funds other than a mortgage to buy your property, please give full details on the form.

Please also complete the **Stamp Duty Land Tax questionnaire**. Even if the property you are buying doesn't qualify for SDLT we do still need to have this form signed.

Finally, to get started we need **payment of your search fees** so we can order searches on your property as soon as possible. Searches can cause delays so the sooner we can request them the better.

The easiest way to do this is to phone us on 0114 249 6926 and make a payment over the phone.

If you have any questions about anything in your client care pack, please give us a call and we'll be happy to explain it.

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