

Your Guide to Re-mortgaging

The Steps	right choice will...	You need to...
Instruct right choice	<ul style="list-style-type: none"> • Send you our terms of business and re-mortgage instruction forms. • Obtain copy/original title deeds. • Request approximate repayment figures for all mortgages or secured loans all of which must be repaid upon completion. 	<ul style="list-style-type: none"> • Promptly complete and return all instruction forms, paying the amount requested on account and meet any reasonable identification requirements.
Check Title	<ul style="list-style-type: none"> • Check your title deeds to ensure the detail of ownership, rights or obligations and existing mortgage or secured loan information is correct. 	<ul style="list-style-type: none"> • Respond promptly if we raise any queries with you from our title check. • Be prepared for the mortgage lenders valuer to possibly require access to your property.
Submit Searches	<ul style="list-style-type: none"> • Apply for all necessary searches of relevant authorities and report to you upon the results of the same. • Consider search indemnity insurance. 	<ul style="list-style-type: none"> • Respond promptly with any information required to enable us to satisfy any queries on the search results.
Receive Mortgage Offer	<ul style="list-style-type: none"> • Check the main terms of your mortgage offer and report to you on anything unusual and confirm the sum of money being advanced. • Check that all mortgage conditions have been or can be satisfied. 	<ul style="list-style-type: none"> • Contact us to let us know you have received your mortgage offer – in case our copy has not been received and to avoid further delays. • Make sure your life cover and buildings insurance are readily available to commence soon. • Ensure any funds due from you to us to complete are readily available to be sent to us by bank transfer at least the working day before completion is due to take place.
Sign Mortgage Documents	<ul style="list-style-type: none"> • Ask you to sign the mortgage deed (and any other supporting documentation from your mortgage lender) in readiness for completion. • Prepare for completion requesting your new mortgage advance to arrive the working day before completion is required. • Request final repayment figures for all mortgages or secured loans. 	<ul style="list-style-type: none"> • Either return all documents signed (and witnessed where required) promptly, or if you are local to us, offer to call in to sign the same. • Warn us in advance of any specific completion date you require. • Ensure you have dealt with all your mortgage lenders requirements of you.
Complete Re-Mortgage	<ul style="list-style-type: none"> • Receive the new mortgage advance • Pay off your existing mortgages or secured loans. • Keep our costs • Credit you with any mortgage balance due to you. • Send you copy title deeds and any supporting documents for your retention. 	<ul style="list-style-type: none"> • Where funds are due to you on completion, provide us with your bank account details so we can credit the same by telegraphic transfer, hopefully on the day of completion.

And finally ... tell your friends how well your re-mortgage went and why they should also make the “right choice”!