

# Stages for a Remortgage

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- › We receive an instruction from introducer. The instruction should confirm whether any additional work other than a remortgage is required e.g. transfer of the property from or to joint names
- › Our Client Care pack is sent out, this is inclusive of our Terms of Business, Client Questionnaire and request for identification documents.
- › As soon as the questionnaire and ID documents are returned, we carry out our ID & compliance checks.
- › A copy of the Title to the property is requested at this point. This contains all pertinent information regarding the property such as ownership and registered mortgage(s).
- › Once the title is perused and it is confirmed there are no issues requiring further investigation then we request an initial settlement figure for any outstanding mortgages due to be paid off.
- › Once the new mortgage offer is received, we will peruse it to identify any special conditions, adult occupiers or basic name or financial discrepancies. A mortgage report along with the mortgage deed (to be signed and returned by post) is emailed to the client.
- › Upon return of the signed documents, and provided there are no other issues, we set a date for completion of the remortgage, request mortgage completion funds from the new mortgage provider and a final redemption figure from the clients existing lender.
- › To protect the incoming lenders interest in the property, we undertake completion searches at the Land Registry.
- › We then complete the remortgage, paying off the existing mortgage and completing the mortgage deed for the new mortgage.
- › After completion we will arrange for the existing mortgage to be removed from the title of the property and for the new mortgage to be registered in its place.



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