

Your guide to legal services



What is conveyancing?

Conveyancing is the legal process of transferring a property or land title from a current owner to a buyer or when changing a mortgage lender. In the UK, conveyancing is usually carried out by either a solicitor or licensed conveyancer.

Who needs legal representation?

Whether you're buying a house and applying for a mortgage or simply remortgaging the property that you live in, you'll need to choose a law firm to act as a conveyancer. Your law firm will help look after your legal interests and ensure that everything runs as smoothly as possible. Among other things they'll check the title of the property, liaise directly with the other party's law firm where necessary, prepare documents required for your mortgage and handle the transfer of money in the transaction.

We also require a law firm to act on our behalf to ensure that our interest in the property is registered and to look after our other legal requirements. In some instances the law firm can act for both of us and we have a panel of legal firms that are able to do this.

What legal representation is available?

It's up to you who you choose to represent you legally. There are **three** options:

- You can use our legal conveyancing partner, Legal Marketing Services (LMS), to appoint a law firm for you. This firm will act for you and us, so you'll only be charged one conveyancing fee. You can select 'LMS referral' when completing your application form. In addition, you can add a note to your application requesting a quote. We won't instruct LMS until you have confirmed you are happy to proceed. This quote is based on a standard transaction, meaning any additional searches or work required will incur an additional cost. This service isn't available in Northern Ireland.
- You can appoint a law firm that's on our approved panel. This means the firm will act for the both of us. It will make things easier and you'll only have to pay for one lot of legal fees. You can check or choose an approved law firm during the application process.
- You can appoint a law firm which isn't on our panel of approved firms. We'll instruct our own law firm to complete the legal work on our behalf and check the work of your solicitor/ licensed conveyancer. This is known as '**Separate Representation**'. The work required by both law firms must be completed before we can release the mortgage funds. This means the transaction:
 - Can take longer to complete than using only one firm (from our approved panel)
 - Could cost you more as you'll have two sets of legal fees to pay for.

My legal representative is not currently on your panel, how do they join?

There are a number of requirements for law firms to join our panel. If your law firm has partnership status, they may be able to join. Please ask your solicitor to contact Lender Exchange on **0344 2443535** or **enquiries@decisionfirst.co.uk**. Alternatively, they can visit **www.lenderexchange.co.uk** to apply to join our panel.

What if I'm applying for a mortgage with standard legal fees paid?

Mortgages which have 'standard legal fees paid' as a feature, means we'll pay the legal fees (excluding additional work*), providing the transaction is handled and completed via our legal conveyancing partner. You can arrange for your own law firm to act if you want, but you'll have to pay all of the costs incurred.

* We won't pay charges for any work outside the scope of a 'standard transaction' such as:

- Electronic ID checks
- Change of legal name
- Local searches over £1 million
- Merging of freehold and leasehold titles
- Funds transfer fee to repay an existing mortgage
- Adding/Removing someone from ownership of the property
- Telegraphic transfer of surplus funds (when repaying an existing mortgage).

This list is not exhaustive. Please send us a message from your mortgage account or get in touch for more details.

This document can be made available in Braille, large print or audio upon request

YOUR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS
ON YOUR MORTGAGE

Subject to status. Written Mortgage illustrations are available on request. Borrowers must be 18 or over unless otherwise stated.

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