



## Reservation Procedure

In order to purchase a Broadgate home, you must be in a position to proceed to exchange of contracts. (We do not operate a "holding system" to save a property should you not be in a position to proceed.)

To reserve a property on one of our developments, you must be either one of the following:

- First Time Buyer
- Sold your existing property subject to contract
- Not be dependent on the sale of a property in order to purchase a new property (cash buyer)

### Step 1 (Reservation)

Once you have viewed properties at our development and chosen a property, a reservation fee of £250 is payable to reserve this plot, at the agreed fixed price until exchange of contracts, (with a date confirmed to take place within 6 weeks from the date of reservation.) Once this fee is paid, one of our sales team will take your details, including your solicitor information to allow for the reservation paperwork to be completed so solicitors can be instructed. At this point you need to instruct your solicitor to apply for searches and apply for a mortgage, (if applicable), so a survey can be arranged in order for a mortgage offer to be issued.

Within 2 weeks of reservation, one of the sales team will arrange an appointment with you so your internal fittings/selections, (eg kitchen units, worktops, handles, splashbacks, sink colour and bathroom wall tiling) can be chosen and are ready to order once exchange of contracts takes place.

### Step 2 (Exchange)

When you exchange contracts with us, 10% of the property purchase price will be payable to us (either by way of money coming up the chain if reliant on a related sale, or cash funds if you are a first time buyer or non dependant on selling a property). It is at this point we order the selections chosen for your property and depending on the build stage at this time will determine the approximate completion date. (We advise purchasers to allow a minimum of 12 weeks from this point.)

Throughout the process, your on site sales team will keep you updated as the build of your new home progresses to provide you with regular updates and are available to deal with any queries you may have along the way.

### Step 3 (Completion)

Once your home is almost complete, we will invite you (those named on the purchase paperwork) to attend a meeting with one of the sales team and the site manager so you can have a demonstration of how everything works in your new home. At the demonstration, you will receive a Customer Care Folder containing all the information and guarantees that relate to your property. This includes practical information and handy hints to guide you within your new home.

On the day of completion, your solicitor will transfer the balance of monies due to complete the purchase of your property and you will receive your keys on the same day.