



## Remortgage Guide

1. Contact Complete Mortgages Ltd approximately two months before your current rate ends for guidance on the best products available. If you are an existing customer we will contact you at the appropriate time.
2. Once you are happy to proceed we will submit your formal mortgage application, together with items such as proof of your income (if this is required). The lender will commission a valuation report (often an external appraisal) through an approved surveyor as part of the process.
3. The lender will also instruct a solicitor to act on your behalf (usually for free), and provide them with full details of the property and new loan. In some cases, where the lender does not provide a free legal service, you will need to instruct your own solicitor. We recommend Parklands Property Lawyers for their quality of service and competitive fee structure.
4. The valuation report arrives at the lender.
5. Assuming all is in order the lender issues the formal mortgage offer letter. Copies will be posted to you, the solicitor and Complete Mortgages Ltd.
6. The solicitor will carry out the searches and send you a mortgage deed and questionnaire.
7. You complete, sign and return the documents to the solicitor, along with a copy of your buildings insurance policy document. If you are remortgaging a leasehold property you will need to request a copy of the buildings insurance policy from your management company or freeholder. This is an ideal opportunity to review all of your financial arrangements and Complete Mortgages Ltd can arrange cover through a range of competitive providers.
8. The solicitor will then set a completion date and request a redemption statement, showing the balance of your mortgage as at the date of completion. If you are borrowing additional funds (i.e. more than the balance of your current mortgage), the solicitors will confirm the amount to be paid to you on completion day and arrange a payment method of either bank transfer (this may incur a transfer fee), or cheque.
9. On the completion day you don't need to worry about a thing. Complete Mortgages Ltd will contact the solicitors to check that your remortgage has completed and then we will call you to confirm the details.
10. Treat yourself to something nice with the money you've saved!



Office 0845 658 6060

Fax 0845 658 6061

Email [info@complete-mortgages.co.uk](mailto:info@complete-mortgages.co.uk)

Web [www.complete-mortgages.co.uk](http://www.complete-mortgages.co.uk)

Address 3 Beaufort, Parklands, Railton Road, Guildford GU2 9JX