



residential property  
your property matters

**hcr**

harrison clark  
rickerbys solicitors

# A PASSION FOR PEOPLE

Our passion for people is at the heart of everything we do. It's the engine that keeps us ticking and inspires us to do our best. We're not satisfied unless we're making a real difference to people's lives, and we'll keep working hard to ensure we achieve the best outcome possible for you.

## ABOUT HARRISON CLARK RICKERBYS

### Over 200 years of legal advice...

Harrison Clark Rickerbys is an amalgamation of a number of firms, with roots going back to 1796, when Rickerbys was first established in Cheltenham.

The original Harrison Clark solicitors' practice was established in Worcester in 1904. The name comes from Colonel Roy Harrison.

In 1965, the firm became Harrison Clark when Tony Clark and Colonel Harrison merged.

The firm merged with Shawcross Solicitors in 2011, to become Harrison Clark Shawcross in Ross-on-Wye. The original Shawcross practice has roots in Ross-on-Wye that can be traced back to 1820.

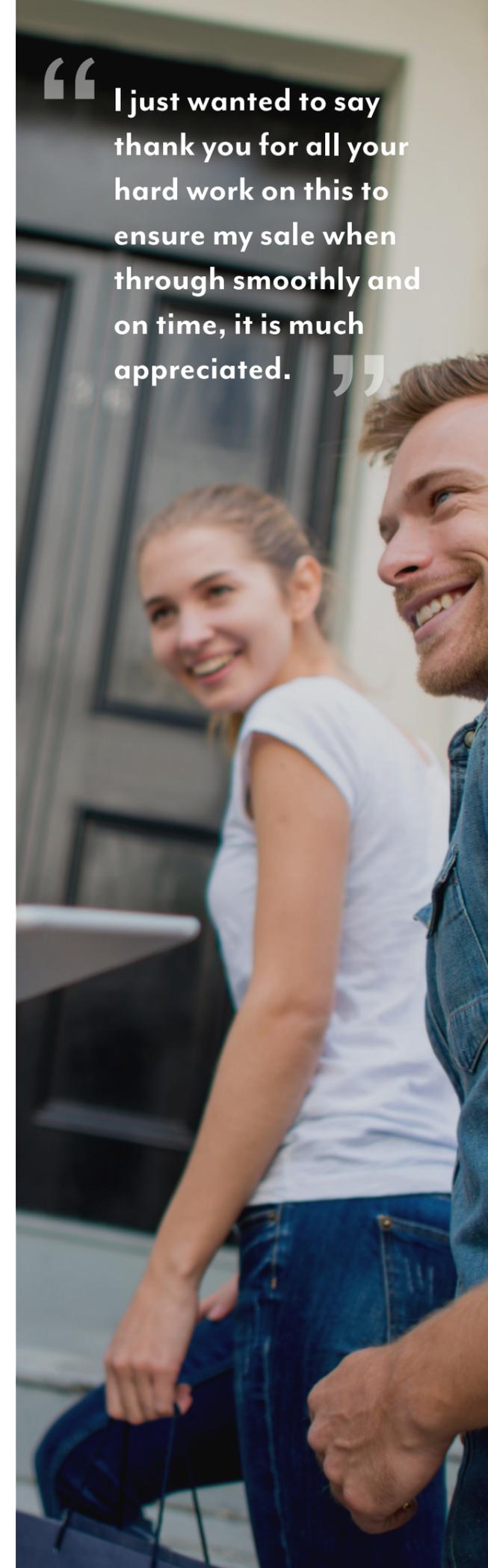
A merger with Gordon Lutton, founded in 1982, created the largest firm in Hereford. Colin Gordon still works in the firm. In 2017, client demand resulted in a London office move to a permanently-resourced location.

Worcester remains the Head Office, while we have additional offices in Cheltenham, Hereford, London, Wye Valley, Birmingham and the Thames Valley.

### Also from Harrison Clark Rickerbys...

Harrison Clark Rickerbys Ltd has two sister companies; Eagle HR and Medical Accident Group.

“ I just wanted to say thank you for all your hard work on this to ensure my sale went through smoothly and on time, it is much appreciated. ”





# THE EVOLUTION OF HCR

**1796**

**Our roots go back to 1796**

The roots of our predecessor firms go back to 1796 when Rickerbys was founded in Cheltenham.



**1965**

**A merger in Worcester**

A merger of two established Worcester firms led by Colonel Roy Harrison and Tony Clark.



**1996**

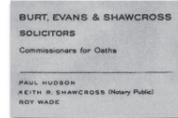
**Becoming Rickerby Watterson**

In 1996 the firm took over Watterson Todman to become Rickerby Watterson.

**2007**

**Charitable trust set up**

More than £200,000 raised by employees and given back to charities in the communities where we live and work.



**2011**

**A merger across Herefordshire**

Harrison Clark LLP merged with Shawcross & Co Solicitors, whose roots can be traced back to 1820, creating Harrison Clark Rickerbys inc Shawcross. Keith Shawcross still works with the firm, aged 76.

**2013**

Medical Accident Group acquired and clinical negligence work moved into a separate legal entity.



**2016**

**A merger with Simon Jackson Solicitors**

Merger with Simon Jackson Solicitors, fisheries expert.

**2019**

Merger with restructuring and insolvency specialists Sprecher Grier builds scale and depth of expertise in R&I and consolidates broad service offer to clients in heart of London.



**2020**

Now with more than 500 staff, the firm has more than 100 partners operating from nine offices.



- CAMBRIDGE
- LONDON
- BIRMINGHAM
- HEREFORD
- THAMES VALLEY
- WYE VALLEY
- WORCESTER
- CHELTHENHAM
- CARDIFF



- CHELTENHAM
- WORCESTER
- WYE VALLEY
- THAMES VALLEY
- HEREFORD
- BIRMINGHAM
- LONDON
- CAMBRIDGE
- CARDIFF

## A PASSION FOR PEOPLE

**1904**

**HCR founders set up in Worcester**

In 1923 Colonel Roy Harrison joins his father's law practice in Worcester, which was established in 1904.



**1988**

**Becoming Rickerby Jessop**

Rickerbys and Jessops merged in 1988 to form Rickerby Jessop, becoming Rickerby Jessop Flint in 1990.



RICKERBYS LLP solicitors

**2000**

**Becoming Rickerbys**

Watterson was dropped as a name in the early 2000s leaving the name Rickerbys.

**2009**

**A merger in Cheltenham**

In 2009 Harrison Clark LLP merged with Jordans' solicitors in Cheltenham, where the practice was then known as Harrison Clark inc Jordans.



**2013**

**Becoming Harrison Clark Rickerbys**

The merger of Harrison Clark with Rickerbys to create a top 100 UK law firm, the largest in the three counties.

**2014**

**A merger with K&M Family Law**

Merged with K&M Family Law in Birmingham.



**2017**

**A merger with Gordon Lutton in Hereford**

A merger with Gordon Lutton, founded in 1982, created the largest firm in Hereford. Colin Gordon still works in the firm. In 2017, client demand resulted in a London office move to a permanently-resourced location.

**2019**

A merger with specialist real estate solicitors Houlden Sweeney expands on the corporate and dispute resolution expertise offered to clients in Cambridge.



**hcr law**

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## HEAD OF RESIDENTIAL PROPERTY

**Zoe Touhey**

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I act for private individuals in residential property-related enquiries and matters including first time buyers, property investors and developers. I'm knowledgeable and professional, and always reliable and friendly, answering any queries you have, even outside of working hours. I really care about getting the process right, explaining all the details and doing whatever I can to meet your needs, and if possible, your time frames.

“

**We have now found a brilliant solicitors that we will 100% be using again in the future. We will also be recommending you to anyone we know looking for a trustworthy solicitor as we know from past experience they are not easy to find!**

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# CHELTENHAM OFFICE TEAM SHEET



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## WHAT CLIENTS SAY ABOUT US



**“Thank you so much for your hard work and for everything that you have done in relation to my purchase.**

**You have really gone above and beyond and it has meant a lot to me and my family.**

**You are a superstar!”**

Mr and Mrs D

**“Zoe was amazing! She explained everything so well. She is a credit to your firm, and now I have my first house!”**

Miss V

**“Thank you once again for your hard work on this. You have gone above and beyond when everyone else around you really couldn't be bothered to pull their weight. You don't need telling this but you are a credit to your industry and although we lost out this time we will be using your services in the future and shall recommend you to friends and family.”**

**“I just wanted to say a huge thank you for everything you have done over the last few months. I know it was a stressful period for both you and myself, but thanks to you we got there in the end! You literally made my year!! So thank you so much.”**

**“Thank you for all your hard work, an excellent result!”**

**“We would like to express our heartfelt thanks for the excellent, professional work that was provided for us on two separate occasions. Moving house is extremely stressful but with the excellent communications that were provided, coupled with the attention to detail, we felt that we were represented by an extremely capable, knowledgeable person that nothing seemed to much trouble.”**

Mr & Mrs A R B



# SELLING YOUR HOME

## PRE EXCHANGE



### Solicitor

- Issue draft contract to buyer's solicitor
- Request redemption statement and send on to client
- Respond to enquiries from purchaser's solicitors, seeking information from client where necessary
- Send agreed Contract and Transfer to client for signature



### Solicitor

- Open file when instructions received
- Send client forms and letters to complete

### Client

- To return:
  - Signed Client Care Letter
  - Completed Essential Client Information Form
  - ID, as required
  - Money on account
  - Deeds and other documents relevant to the property
  - Completed Law Society Fixtures and Fittings Form (TA10).
  - Completed Law Society Information Form (TA6) (Freehold only).
  - Completed Leasehold Property Information Form (TA7) (Leasehold only)

### Client

- Reply to enquiries as necessary
- Return signed Contract and Transfer.
- Completion date to be agreed between parties



### Solicitor

- Exchange, with completion on agreed date, with client's authority.
- Notify client and estate agent

### Client

- Arrange removals

## POST EXCHANGE

## COMPLETION



### Solicitor

- Obtain up to date redemption statement
- Provide client with completion statement

### Client

- Transfer any balance
- Confirm bank details to solicitor for payment of balance of sale proceeds (not by email)
- Cancel buildings insurance
- Confirm new correspondence address to solicitor (if necessary)
- Confirm removals (aim to vacate around lunchtime on completion day)



### Solicitor

- Receive money
- Redeem mortgage
- Pay estate agent
- Send balance to client
- Confirm completion and release of keys to client and estate agent

### Client

- Take final meter readings
- Aim to be out of property by around lunch time
- Hand keys to estate agent



# BUYING YOUR HOME

## Solicitor

- Open file when instructions received
- Send client forms and letters to complete

## Client:

- To return:
  - Signed Client Care Letter
  - Completed Essential Client Information Form
  - ID, as required
  - Money on account
  - Funding arrangement form and supporting evidence
- Organise funding ( as necessary)
- Instruct surveyor



## PRE EXCHANGE



## Solicitor

- When all relevant documents received:
  - Apply for searches
  - Send Fixtures and Content Form & Plan to client for approval
  - Investigate title
- Raise initial enquiries with seller's solicitor
- Report to client on mortgage offer (when received)
- Send mortgage deed for signature
- Raise final enquiries with seller's solicitor following search results
- Report to client with search results and responses, contract, transfer and SDLT forms to sign and return

## Client

- Raise any queries on report
- Sign and return contract, transfer and SLDT
- Agree completion date when satisfied with property report
- When requested, send deposit to solicitor ready to exchange



## POST EXCHANGE

## Solicitor

- Prepare pre-completion searches
- Carry out exchange
- Request funds from lender
- Prepare completion statement request balance from client

## Client

- Arrange removals
- Put on risk building insurance from exchange and ensure details sent to solicitors
- Transfer balance to solicitors - all funds to be received as cleared by close of business the day before completion.



## COMPLETION



## Solicitor

- Send money to seller's solicitor
- Inform client once seller's solicitors confirm receipt of funds, which means completion has taken place
- Arrange registration at the Land Registry

## Client

- Collect keys
- Take meter readings



# OTHER SERVICES

## Wills, Trusts and Estates

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Nobody likes to imagine a future without a loved one. It's scary to think about and even harder to talk about, but our wills, trusts and probate team can help ease some of the burden. We make wills, set up trusts, mitigate tax liabilities and administer estates, and no matter your current life situation, we'll ensure your family's future is protected.



**Dawn Oliver, Partner, Head of Wills, Trusts and Estates**

**T:** 01905 744 871

**M:** 07721 564 340

## Family Law

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When a relationship breaks down, emotions can run high and disputes often spiral out of control. When you need to move forward, we're here to help. We're one of the UK's biggest and most experienced family law teams, and can advise on issues affecting every kind of family – including divorce, matters involving children, wealth protection and international family law.



**Andy Caldicott, Partner, Head of Family Law**

**T:** 03301 075 798

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## Medical Accident Group

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Sometimes, an accident, injury or issue with the provision of healthcare can change your life. When that happens, our sister company Medical Accident Group will get you the compensation you need to move forward. Our personal injury and clinical negligence lawyers won't just claim on your behalf but use their expertise to help you plan for the future, finding the rehabilitation and medical care you need to ensure that your life can continue the way it should be.



**Peter Savage, Partner, Head of Medical Accident Group**

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## Corporate

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When it comes to choosing the best advisers for your business, you need a team of corporate solicitors like ours that's responsive, experienced and connected. We immerse ourselves in your world and get to know your organisation inside out so that during a merger, acquisition or sale, we won't sit on the fence – we'll give you a clear view of the risks and opportunities, and provide the advice you need to make each decision.



**Rod Thomas, Managing Partner, Head of Corporate**

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## International

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In an increasingly connected world, business of all sizes can operate across borders like never before. However, this can involve a myriad of legal intricacies and complicated regulations due to the unique laws for each country. Whether you're looking to expand outside of the UK, or you're an international company that wants to do business in the UK, we help ambitious organisations forge a path free of issues and allow them to focus on what they're good at.



**Nicolas Groffman, Partner, Head of International**

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## Real Estate

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If you're searching for first-class legal advice on commercial, residential or agricultural property matters, look no further. We combine a large team with exceptional service and a competitive rate. We can support you on a whole range of property advice, from buying and selling houses to all aspects of commercial property projects, like the building, funding and delivery of huge real estate projects.



**Matt Hayes, Partner, Head of Real Estate**

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Please visit our website for more information [www.hcrilaw.com](http://www.hcrilaw.com)



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