

# Checklist for your completion day

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To-Do List	Done
Ask your solicitor to draw down your mortgage funds the day before completion	<input type="checkbox"/>
Transfer your balance to complete the day before completion <i>(including stamp duty, land registry and solicitor fees)</i>	<input type="checkbox"/>
If not informed beforehand, chase your solicitor no earlier than 11am to confirm if completion has taken place	<input type="checkbox"/>
Contact home insurance company and activate contents insurance <i>(for freeholds building insurance is taken out on exchange)</i>	<input type="checkbox"/>
Collect your keys to the property <i>(including front door, back door, shed, garage and windows)</i>	<input type="checkbox"/>
Inform removal company that you have completed and provide access to move in	<input type="checkbox"/>
Check the property is empty of all the seller's property <i>(don't forget the garage, shed and loft – call you solicitor immediately if there are any items left)</i>	<input type="checkbox"/>
Check the items the seller agreed to leave you in the Fittings & Contents forms have been left in the property <i>(Call your solicitor immediately if any items are missing)</i>	<input type="checkbox"/>
Take note of the meter readings <i>(Not sure where the meters are? Check outside of the property or in the downstairs cupboard)</i>	Gas meter number:
	Gas reading:
	Electric meter number:
	Electric reading:
	Water meter number:
	Water reading:
Call the utility providers to give them the meter readings	<input type="checkbox"/>

## Useful articles to read:

[What is included in the Fittings & Contents from the seller?](#)

[What to do if you fail to complete?](#)

[What time does completion normally take place?](#)

