

Your Pre-Exchange Checklist

[Use our interactive online Conveyancing Process for free by clicking here](#)



To-Do List	Done
<p>Agree a completion date with your seller</p> <p><i>(Speak to your estate agent and put forward a few preferred dates and see which work for the seller)</i></p>	<input type="checkbox"/>
<p>Have you read and confirmed you are happy with the seller's Property Information Form? Double check if:</p> <ul style="list-style-type: none"> ✓ you have a car parking space included with the property? ✓ the property has ever been flooded? ✓ the property has been effected by subsidence? ✓ the boundary matches what you saw during your viewing (including any garages or outbuildings)? ✓ the property has been altered? ✓ you have all the warranties and guarantees for the property? 	<input type="checkbox"/>
<p>Have you read and confirmed you are happy with the seller's Fittings & Contents Form?</p> <p><i>(Inform your solicitor immediately if something is missing that the seller said they were leaving as part of the sale price)</i></p>	<input type="checkbox"/>
<p>Have you read and confirmed you are happy with the seller's Leasehold Information Form?</p> <p><i>(if leasehold – check service charges and ground rent)</i></p>	<input type="checkbox"/>
<p>Send your solicitor your signed documents:</p> <ul style="list-style-type: none"> • Contract; • Transfer document (TR1); • Stamp Duty Land Tax Return (SDLT); and • (if mortgage) mortgage deed. <p><i>(Do not date any of the documents and send back special delivery)</i></p>	<input type="checkbox"/>
<p>Transfer your 10% deposit</p> <p><i>(Inform your solicitor immediately if you are only paying a 5% deposit)</i></p>	<input type="checkbox"/>
<p>Contact home insurance company and activate building insurance</p> <p><i>(if freehold)</i></p>	<input type="checkbox"/>
<p>Book a completion date with your removal company (we can help with this!)</p> <p><i>(...and check if they are available on your desired completion day)</i></p>	<input type="checkbox"/>

Click to read our useful articles:

[Can you pull out after exchange?](#)

[How long between exchange and completion?](#)

[What happens on the day of completion?](#)

[When should you hand in your notice on a rental property?](#)

