

# Your Pre-Exchange Checklist

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To-Do List	Done
<b>Agree a completion date with your seller</b> <i>(Speak to your estate agent and put forward a few preferred dates and see which work for the seller)</i>	<input type="checkbox"/>
<b>Have you read and confirmed you are happy with the seller's Property Information Form? Double check if:</b> <ul style="list-style-type: none"><li>✓ you have a car parking space included with the property?</li><li>✓ the property has ever been flooded?</li><li>✓ the property has been effected by subsidence?</li><li>✓ the boundary matches what you saw during your viewing (including any garages or outbuildings)?</li><li>✓ the property has been altered?</li><li>✓ you have all the warranties and guarantees for the property?</li></ul>	<input type="checkbox"/>
<b>Have you read and confirmed you are happy with the seller's Fittings &amp; Contents Form?</b> <i>(Inform your solicitor immediately if something is missing that the seller said they were leaving as part of the sale price)</i>	<input type="checkbox"/>
<b>Have you read and confirmed you are happy with the seller's Leasehold Information Form?</b> <i>(if leasehold – check service charges and ground rent)</i>	<input type="checkbox"/>
<b>Send your solicitor your signed documents:</b> <ul style="list-style-type: none"><li>• Contract;</li><li>• Transfer document (TR1);</li><li>• Stamp Duty Land Tax Return (SDLT); and</li><li>• (if mortgage) mortgage deed.</li></ul> <i>(Do not date any of the documents and send back special delivery)</i>	<input type="checkbox"/>
<b>Transfer your 10% deposit</b> <i>(Inform your solicitor immediately if you are only paying a 5% deposit)</i>	<input type="checkbox"/>
<b>Contact home insurance company and activate building insurance</b> <a href="#">Click here for a free no obligation Building (&amp;/or Contents) insurance quote</a> <i>(if freehold)</i>	<input type="checkbox"/>
<b>Book a completion date with your removal company (we can help with this!)</b> <i>(...and check if they are available on your desired completion day)</i>	<input type="checkbox"/>

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

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