

Your Pre-Exchange Checklist

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To-Do List	Done
Agree a completion date with your seller <i>(Speak to your estate agent and put forward a few preferred dates and see which work for the seller)</i>	<input type="checkbox"/>
Have you read and confirmed you are happy with the seller's Property Information Form? Double check if: <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"/>
Have you read and confirmed you are happy with the seller's Fittings & Contents Form? <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"/>
Have you read and confirmed you are happy with the seller's Leasehold Information Form? <i>(if leasehold – check service charges and ground rent)</i>	<input type="checkbox"/>
Send your solicitor your signed documents: <ul style="list-style-type: none">• Contract;• Transfer document (TR1);• Stamp Duty Land Tax Return (SDLT); and• (if mortgage) mortgage deed. <i>(Do not date any of the documents and send back special delivery)</i>	<input type="checkbox"/>
Transfer your 10% deposit <i>(Inform your solicitor immediately if you are only paying a 5% deposit)</i>	<input type="checkbox"/>
Contact home insurance company and activate building insurance <i>(if freehold)</i>	<input type="checkbox"/>
Book a completion date with your removal company (we can help with this!) <i>(...and check if they are available on your desired completion day)</i>	<input type="checkbox"/>

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