Your Pre-Exchange Checklist



[Use our interactive online Conveyancing Process for free by clicking here](https://www.samconveyancing.co.uk/log-in-to-your-conveyancing-process)

|  |  |
| --- | --- |
| To-Do List | Done |
| **Agree a completion date with your seller**(Speak to your estate agent and put forward a few preferred dates and see which work for the seller) |  |
| **Have you read and confirmed you are happy with the seller’s Property Information Form?** **Double check if:*** 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?
 |  |
| **Have you read and confirmed you are happy with the seller’s Fittings & Contents Form?**(Inform your solicitor immediately if something is missing that the seller said they were leaving as part of the sale price) |  |
| **Have you read and confirmed you are happy with the seller’s Leasehold Information From?** (if leasehold – check service charges and ground rent) |  |
| **Send your solicitor your signed documents:*** Contract;
* Transfer document (TR1);
* Stamp Duty Land Tax Return (SDLT); and
* (if mortgage) mortgage deed.

(Do not date any of the documents and send back special delivery) |  |
| **Transfer your 10% deposit**(Inform your solicitor immediately if you are only paying a 5% deposit) |  |
| **Contact home insurance company and activate building insurance** (if freehold) |  |
| **Book a completion date with your removal company (we can help with this!)**(…and check if they are available on your desired completion day) |  |

Click to read our useful articles:

[Can you pull out after exchange?](https://www.samconveyancing.co.uk/news/conveyancing/can-i-pull-out-after-exchange-of-contracts-370)

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[How long between exchange and completion?](https://www.samconveyancing.co.uk/news/conveyancing/how-long-between-exchange-and-completion-2932)

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[What happens on the day of completion?](https://www.samconveyancing.co.uk/news/conveyancing/what-happens-on-completion-day-243)

[When should you hand in your notice on a rental property?](https://www.samconveyancing.co.uk/news/conveyancing/first-time-buyers-homeless-after-handing-notice-to-landlord-304https%3A/www.samconveyancing.co.uk/news/conveyancing/first-time-buyers-homeless-after-handing-notice-to-landlord-304)