

Your Pre-Exchange Checklist

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SAM Conveyancing

Property Challenges Solved

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)	<input type="checkbox"/>
Have you read and confirmed you are happy with the seller's Property Information Form? Double check that: <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 affected 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? (Inform your solicitor immediately if something is missing that the seller said they were leaving as part of the sale price)	<input type="checkbox"/>
Have you read and confirmed you are happy with the seller's Leasehold Information Form? (if leasehold – check service charges and ground rent, cladding safety requirements)	<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. <p>(Do not date any of the documents and send back special delivery)</p>	<input type="checkbox"/>
Transfer your 10% deposit. (Inform your solicitor immediately if you are only paying a 5% deposit)	<input type="checkbox"/>
Contact insurance company to activate building insurance. (if freehold)	<input type="checkbox"/>
Book a completion date with your removal company. (...and check if they are available on your desired completion day)	<input type="checkbox"/>

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