



Completion Day Checklist

- ☐ Conveyancing solicitor finalises transaction, paperwork & deeds
- ☐ Seller signs mortgage completion statement (if needed)
- ☐ Buyer's solicitor confirms all mortgage conditions met
- ☐ Buyer's solicitor requests funds from lender
- ☐ Seller's solicitor requests mortgage redemption certificate (if applicable)
- ☐ Both solicitors prepare final completion statements
- ☐ Solicitors do final checks completed before fund transfer
- ☐ Buyer's solicitor sends purchase funds to seller
- ☐ Seller's solicitor confirms receipt
- ☐ Estate agent releases keys
- ☐ All charges, including agent fees, are paid
- ☐ Buyer is notified of completion and can move in