

Buying your home

Completion day checklist

On completion day, the purchase price (your own funds and any mortgage) are transferred to the seller's solicitor, at which point the transaction is completed.

You now own your new home!

 [@ActonsProperty](https://twitter.com/ActonsProperty)

www.actons.co.uk/moving-house

Completion day checklist

At such a busy time, it's only human to sometimes feel like you're losing track of everything that's going on. Use this checklist as a guide for some key things to remember to do just before and on the day of your move.

<input type="checkbox"/>	Label and colour-code boxes to coincide with what box should be unpacked in which room in the new house and inform the movers of the code - this will make unpacking so much easier!
<input type="checkbox"/>	Contact your home insurance company and activate your contents insurance (for freeholds building insurance is taken out on exchange).
<input type="checkbox"/>	Transfer the balance your solicitor asks for in order to complete - no less than 2 days before completion by CHAPS/electronic transfer (this amount will include stamp duty, land registry and solicitor fees).
<input type="checkbox"/>	Prepare an overnight bag with essentials for you and your family to see you through the first night/day of moving in. This should include toiletries, food, clothes, toys etc.
<input type="checkbox"/>	Make arrangements for your pets.
<input type="checkbox"/>	Collect your keys to the property (including front door, back door, shed, garage and windows).
<input type="checkbox"/>	Inform your removal company that you have completed and provide access so that they can move your belongings in.
<input type="checkbox"/>	Check the property is empty of all the Seller's property (don't forget the garage, shed and loft) - Call your solicitor immediately if there are any items left.
<input type="checkbox"/>	Check the items the Seller agreed to leave you in the fittings and fixtures forms have been left in the property - Call your solicitor immediately if any items are missing.
<input type="checkbox"/>	Take a note of the meter readings (Not sure where the meters are? Check outside of the property or in the downstairs cupboard).
<input type="checkbox"/>	Call the utility providers to give them the meter readings.
<input type="checkbox"/>	Ensure you have notified relevant organisations and offices of your address change - e.g. Post Office, DVLA, bank, Council and electoral roll etc. Don't forget delivery addresses on apps and websites too!

These notes are only to be used for reference and educational purposes and are not to be reproduced without our prior consent.

The notes should not be used as a substitute for nor do they constitute legal advice. They are provided for general information and educational purposes only. They are not comprehensive and are not advice on which you may rely. Accordingly all liability is excluded in respect of any loss or damage which may arise as a result of reliance upon these notes. You should always consult a qualified lawyer on any specific legal matter. Copyright reserved 2019 - Actons Solicitors ©

Actons is authorised and regulated by the Solicitors Regulation Authority No. 62882.

20 Regent Street, Nottingham, NG1 5BQ | 0115 9 100 200
enquiries@actons.co.uk | www.actons.co.uk

The logo for actons solicitors features the word 'actons' in a lowercase, sans-serif font with three small black circles above the 'o's. Below it, the word 'solicitors' is written in a smaller, lowercase, sans-serif font.