Purchase of land

TO DO LIST

Electronic – Pin to the top of the correspondence list
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Buyer: Feltons Solicitors trading as Feltons Solicitors LLP **Seller:**

Property: **Matter number:** 23/765

	✓	Date		✓	Date
Getting the matter underway					
Retainer instructions completed	☐		Conflict of interest check completed	☐	
Client identity verified: e.g. InfoTrack	☐		Money laundering risk assessment completed	☐	
Signed client care and terms of business received	☐		Source of funds check completed	☐	
Pre-exchange					
Sales memorandum received from estate agent	☐		Local authority search ☐ received and OK	☐	
Contract pack requested	☐		Drainage and water search ☐ received and OK	☐	
Contract pack received	☐		Chancel repair search ☐ received and OK	☐	
Enquiries sent	☐		Environmental Search ☐ received and OK	☐	
Client and agent updated: e.g. Perfect Portal	☐		Other searches ☐ received and OK	☐	
Replies to enquiries received	☐		Mortgage documents signed by buyer	☐	
Mortgage offer received	☐		Occupiers consent signed by non-owning occupier	☐	
Lender separately represented – requirements satisfied	☐		Transfer signed by buyer	☐	
Transfer prepared and sent to seller's representative	☐		Contract signed by buyer	☐	
TA13 Completion information and undertakings form sent to seller's representative	☐		Land transaction return signed by buyer	☐	
Land transaction return prepared	☐		Deposit received	☐	
Draft completion statement prepared	☐		**CONTRACTS EXCHANGED**	☐	
Reported to client on all matters	☐				
Between exchange and completion					
Client and agent updated: e.g. Perfect Portal	☐		Official/land charges search ☐ received and OK	☐	
Certificate of title sent to lender	☐		Priority expires:	☐	
Replies to completion information and requisitions received	☐		Other searches e.g. company ☐ received and OK	☐	
Apportionment statement received	☐		All bank details checked: e.g. InfoTrack	☐	
Final completion statement and invoice sent to client	☐		Accounts department warned: e.g. Receipt requests	☐	
Client's buildings insurance evidence provided	☐		Additional funds received from buyer	☐	
Lender's confirmation of funds received	☐		Mortgage funds received	☐	
Bankruptcy search ☐ received and OK	☐				
Completion					
File reviewed	☐		**COMPLETED**	☐	
Funds transfer instructed	☐		**Client, agent and seller's representative updated**	☐	
Notice to complete required	☐		LEAP matter and client contact details updated	☐	
Funds received by seller's representative and keys released	☐		LEAP financial details updated by accounts department	☐	
Following completion					
Letters confirming completion sent	☐		Discharge of seller's mortgage confirmed	☐	
Land transaction return filed: ☐ Paid	☐		Application for registration sent:	☐	
If leasehold or commonhold; notice of the transfer given	☐		Land Registry requisitions answered	☐	
If client is a company; charge registered with Companies House	☐		Completed registration received:	☐	
If tenanted; notice to tenant re payment of rent given	☐		Copy title sent to lender	☐	
If indemnity insurance required; premium paid, on risk	☐		Title deeds and documents: sent to client ☐ or stored ☐	☐	
Finalising the matter					
Letter to client finalising the matter sent	☐		File closing checklist completed	☐	
Invoice paid in full: e.g. LEAP Online Payments	☐		File closed and archived: e.g. FileMan	☐	

INVOICE CONSIDERATIONS

☐ Our fees	£ ______	☐ Land transaction tax	£ ______
☐ Other fees, e.g. identity checks, bank transfer, other standard additional costs	£ ______	☐ Other disbursements e.g. insurance premium, freeholder notice fees	£ ______
☐ Search fees: e.g. InfoTrack	£ ______	☐ Extra work notified to client	£ ______
☐ HM Land Registry registration fees	£ ______	☐ Outstanding accounts e.g. wills	£ ______