Sale of land

TO DO LIST

Electronic – Pin to the top of the correspondence list
Paper – Pin to the inside cover of the file

Seller: | **Buyer:**

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

	✓	Date		✓	Date
Getting the matter underway					
Retainer instructions completed	☐		Conflict of interest check completed	☐	
Client identity verified	☐		Money laundering risk assessment completed	☐	
Signed client care and terms of business received	☐		Protocol forms sent to client	☐	
Contract issue					
Sales memorandum received from estate agent	☐		Indicative mortgage redemption statement requested	☐	
Title entries and plan obtained: e.g. InfoTrack	☐		Protocol documents received from client	☐	
Leasehold management company pack requested	☐		Deeds received from client or lender	☐	
Leasehold management company pack received	☐		Prepare contract pack and send to buyer's representative	☐	
Pre-exchange					
Enquiries received from buyer's representative	☐		Formula used: **A** **B** **C**	☐	
Replies to enquiries prepared and approved by client	☐		**CONTRACTS EXCHANGED**	☐	
Replies to enquiries sent to buyer's representative	☐		Deposit: received ☐ held to order	☐	
Contract signed by seller and any adult occupiers held	☐		Contract sent to buyer's representative	☐	
Following exchange					
Letter to client confirming exchange	☐		Obtain accounts to be apportioned	☐	
Letter to estate agent confirming exchange	☐		Update LEAP with exchange and completion dates	☐	
Letter to mortgagee requesting redemption figures	☐				
Mid-transaction					
Redemption figure received from lender	☐		Completion information and requisitions received	☐	
Signed transfer held	☐		Replies to completion information and requisitions sent	☐	
Authority to pay estate agent obtained	☐				
Pre-completion					
Ground rent and service charge receipts obtained	☐		Completion statement sent to client	☐	
Apportionment statement prepared	☐		Confirm payment instructions from client	☐	
Apportionment statement sent to buyer's representative	☐		All bank details checked: e.g. InfoTrack	☐	
Completion statement prepared	☐				
Completion					
File reviewed	☐		Key release confirmed to estate agent	☐	
Notice to complete required	☐		Client and buyer's representative updated	☐	
Funds received	☐		LEAP matter and client contact details updated	☐	
COMPLETED	☐		LEAP financial details updated by accounts department	☐	
Following completion					
Mortgage redeemed	☐		Letters confirming completion sent	☐	
Funds paid to client	☐		If tenanted: notice to tenant re payment of rent given	☐	
Estate agent's commission paid	☐		Confirmation of discharge received from lender	☐	
If indemnity insurance required; premium paid on risk	☐		Confirmation of discharge sent to buyer's representative	☐	
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	£ ______	☐ Other:	£ ______
☐ Title information	£ ______	☐ Extra work notified to client	£ ______

☐ Disbursements £____________________	☐ Outstanding accounts e.g. wills £____________________