Ashford Business Services Ltd

Estate agency closing checklist

Exchange to completion - nothing forgotten at the finish line.

Property: _____

Client: _____

Checks

Contracts exchanged - date confirmed Yes No N/A

Completion date agreed and diarised Yes No N/A

Funds / deposit arrangements confirmed Yes No N/A

Searches and enquiries satisfied Yes No N/A

Keys / access arrangements confirmed Yes No N/A

Meter readings arranged for completion day Yes No N/A

Removal / move-in logistics confirmed with client Yes No N/A

Final statement and invoice prepared Yes No N/A

File closed and archived Yes No N/A

Review / testimonial requested Yes No N/A

Actions required List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____