Ashford Business Services Ltd

Estate agency closing checklist

Exchange to completion - nothing forgotten at the finish line.

Property	14 Oakfield Road, Birmingham B17 9JH
Client	Sarah Mitchell

Checks

Check	Yes	No	N/A
Contracts exchanged - date confirmed	☐	☐	☐
Completion date agreed and diarised	☐	☐	☐
Funds / deposit arrangements confirmed	☐	☐	☐
Searches and enquiries satisfied	☐	☐	☐
Keys / access arrangements confirmed	☐	☐	☐
Meter readings arranged for completion day	☐	☐	☐
Removal / move-in logistics confirmed with client	☐	☐	☐
Final statement and invoice prepared	☐	☐	☐
File closed and archived	☐	☐	☐
Review / testimonial requested	☐	☐	☐

Actions required

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

Sign-off

Checked by	Signature	Date