

COMPLETION CHECKLIST

Guidance Notes



- 1 This checklist has been compiled for use with any property transaction and you will need to tailor the checklist for your transaction.
- 2 The missives will contain details of all the documents to be delivered at settlement. Ensure that all documents that the seller has undertaken to deliver are included in the list.
- 3 The responsibility for producing most of the documents will fall on the seller although the purchaser's solicitors will be responsible for producing the SAF or Forms 2 & 4 for registering the Deed and any new standard security and for the SDLT forms.
- 4 This checklist whilst attempting to cover most eventualities does not purport to be appropriate or sufficient for any particular transaction. None of the participating law firms who prepared this checklist, their partners and employees represent that this checklist reflects or will be kept up to date to reflect modern law or practice relating to commercial property transactions or that comments or suggestions within these notes are appropriate or sufficient for any particular transaction. Such law firms, their partners and employees exclude all liability to the user and the user's clients for any losses, liabilities, damage or other consequences arising from the use of the checklist.

