

COMPLETION CHECKLIST For Property Transactions



Re: [name of property]

	PROPERTY DOCUMENTS	RESPONSIBILITY	COMMENTS
1.	Disposition/Assignment (with landlord's consent)/ Lease (" Deed ")		
2.	Application form for registering Deed and SAF if necessary for registration of any new burdens/servitudes against benefited property, cheques for recording/registration dues (including fee for dual registration if necessary)		
3.	LBTT Return and payment of any LBTT due		
4.	Particulars of signing for Deed [and evidence of authorised signatories power to sign document or any other authority needed eg. Power of Attorney (" signing authority ")]		
5.	Title deeds		
6.	[Discharge/deed of restriction of existing standard security, particulars of signing and any signing authority required, application form and registration dues]		
7.	Search in register of charges and company file showing where relevant directors and/or company secretary who have signed Deed are duly appointed		
8.	Legal continuation report including personal searches [and searches in community interests and agricultural tenant's interests sections of the RCIL if appropriate]		
9.	[Any other searches due in terms of missives eg plans report, property enquiry certificates, coal mining search, search in the register of insolvencies]		

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10.	Original planning and building control documents		
11.	CDM Health & Safety File		
12.	[Maintenance agreements/operating manuals]		
13.	Energy Performance Certificate		
14.	[Collateral warranties, particulars of signing and any signing authority required]		
15.	Letters of non-crystallisation of any floating charges		
16.	Notice of change of ownership to the rating authority		
17.	Signatories certificate		
18.	Capital Allowances Election (Section 198 Capital Allowances Act 2001) for fixed plant and machinery		
	LEASE DOCUMENTS (delete if no occupational leases)		
19.	Principal or extract leases and lease documents (including any subleases and sublease documents)		
20.	Notifications of change of ownership to tenants		
21.	[Back letters due to be granted by purchasers to existing tenants]		
22.	[Assignment of any guarantees, signing particulars and any signing authority required]		
23.	[Assignment of any service contracts, signing particulars and any signing authority required]		
24.	[Assignment of any rent deposits, signing particulars and any signing authority required]		
	FINANCE DOCUMENTS		
25.	Completion statement		

26.	[VAT invoice]		
27.	[Insert details of any TOGC documents which remain outstanding]		
28.	Account details where purchase monies to be sent		
	SECURITY DOCUMENTS (delete if no security being granted)		
29.	New standard security, particulars of signing and any signing authority required, application form and any registration dues		
30.	[Retrocession of any assignation of rents, signing particulars and any signing authority required]		
31.	[Assignation of rent, signing particulars and any signing authority required]		
32.	[Intimations of assignation of rent]		
33.	[Board minute authorising granting of standard security]		
34.	[Ranking Agreement, particulars of signing and any signing authority required]		
35.	Undertaking(s) to submit LBTT Return and any LBTT payable and deal with any requisitions raised by Revenue Scotland		
	OTHER		
36.	[Insert here any other documents or things to be handed over at settlement in terms of the missives]		
37.	Keys		