

VENDORS CHECKLIST



Vendors Checklist

Things to do <i>BEFORE</i> you exchange contracts	Done?
Signed agency agreement.	
Agents details approved.	
Check solicitor has your mortgage account number and obtained title deeds from lender	
Check with your lender if you need to give them notice.	
Register with West Wales Properties Associate Companies through Vebra if looking anywhere throughout the UK.	
Give agent key for accompanied viewings.	
Agent and solicitor have all your contact telephone numbers and e mail addresses.	
Have preliminary discussions with financial adviser on mortgage requirements for the next purchase, if applicable.	
Inform solicitor that offer is agreed.	
Agree with solicitor the amount of deposit you are receiving from your purchaser.	
Make sure you have received agents Memorandum of Sale and check that the details of the sale are accurate.	
Make sure you have agreed what to include/exclude with purchaser by way of extras e.g. carpets and curtains.	
Agree target dates for exchange of contracts and completion with purchaser and make sure both parties' solicitors are aware of this date.	
Make sure the survey has been carried out on your sale within two weeks of the sale being agreed.	
Where applicable, complete mortgage application on purchase.	
Inform schools, doctors, dentists etc of pending move.	
Inform all utilities i.e. gas, electric and water companies of your moving date and make sure meters are read on the day of completion (see "Who to notify after you have exchanged contracts").	
Send out change of address cards.	

Things to do <i>AFTER</i> you exchange contracts	Done?
Arrange to have all meters read before you move.	
Arrange transfer of payment of your council tax from your existing property to your new property.	
Arrange for your post to be redirected from the day of moving.	
If you have magazines, catalogues or other regular brochures sent to you, notify them in time.	
Buildings, contents and car insurance companies need to be contacted as soon as possible, as your premiums may change if you are moving to a different area.	
Will your buyers wish to continue? Check before you cancel.	
Your bank will wish to know your new address. The same will apply to any other savings and investments accounts and credit card companies.	
Tell your GP, any clinics and hospitals who keep records on you and the National Blood Transfusion if you are a donor. Also inform your private health insurer and vet and arrange to collect your pet's medical records, as necessary.	
Inform the local authorities and return any library books if moving out of the area.	
Your registration documents and driving licence will have to be amended. Also, contact any breakdown and recovery services you may belong to.	
It is best to arrange with your seller and/or buyer to take over their existing service. If you are moving in the same exchange area, you may wish to take your telephone number with you.	
Make sure your buyer can easily reach you, especially in the early days.	
...and don't forget your family and friends!	

Useful Numbers

Branch	Contact
Cardigan	Tel: 01239 615 915 Fax: 01239 615 523
Carmarthen	Tel: 01267 236 655 Fax: 01267 220 881
Fishguard	Tel: 01348 873 874 Fax: 01348 874 497
Haverfordwest	Tel: 01437 762 626 Fax: 01437 760 439
Llanelli	Tel: 01554 759 655 Fax: 01554 746 767
Milford Haven	Tel 01646 698585 Fax 01646 698855
Narberth	Tel: 01834 860 900 Fax: 01834 861 360
Newcastle Emlyn	Tel: 01239 712 760 Fax: 01239 712 762
Pembroke	Tel: 01646 680 006 Fax: 01646 681 718
Pembroke Dock	Tel: 01646 621 113 Fax: 01646 622 446
Saundersfoot	Tel: 01834 813 939 Fax: 01834 812 789
St Davids	Tel: 01437 720 000 Fax: 01437 720 150
Tenby	Tel: 01834 845 584 Fax: 01834 844 730