

BUYERS CHECKLIST

When your offer has been accepted by the Seller:

ACTION	DONE
Bring in your ID to the office as proof of identity – we require two forms of ID for each buyer, photographic ID (e.g. passport or photo driving licence) and a proof of address (e.g. council tax or utility bill less than 3 months old)	
Bring in your proof of funding to our office- this will be a copy of your mortgage in principle or bank statements proving you are in receipt of funds to purchase the property. You will also be called by one of our independent financial advisors to verify that you are able to proceed with the purchase. For more information regarding this, please contact us If you don't have a mortgage in principle already arranged our independent financial advisors can arrange your mortgage for you click here for more information [hyperlink to Financial Services]	
Decide which solicitor you would like to use for your Conveyancing – we have a number of local solicitors whom we recommend, contact us today for more information	
Make sure you have agreed with the seller what items you would like to be left in the property, and inform us of what has been agreed. We will then put this information within the Notification of sale and record it on to our system so all parties are fully aware of what has been agreed	
Decide whether or not you are having a survey carried out on the property you are purchasing. We can recommend surveyors for, please contact us for more information	
Carefully check the Notification of Sale that you receive from West Wales Properties	
Make any payments to your solicitors so they can begin the searches	
Agree target dates for exchange and completion with your solicitor, who will negotiate with the seller's solicitor. Please let us know what target dates have been agreed.	
Where applicable fill out any mortgage applications etc. as soon as possible	
Provide your solicitor with any documents and information they require as soon as possible	
Sign your contract and fixture and fittings lists provided by vendor, through solicitors	
Before exchange of contracts and completion you must transfer your deposit monies into your solicitors client account	
Arrange insurance of your new property from the date of exchange of contracts	
Arrange to have your utility meters (gas, electricity, water etc.) read on the day you move and call your utility companies with your start meter reads	
Contact the Local Authority to amend the council tax for your old and your new home	
Re-direct mail to your new address	
Notify catalogues, magazines, and other businesses whom you regularly receive post from to change the address	
Inform your bank of your new address	
Arrange for your driving licence and car registration documents to be changed to your new address	
Inform your car, home and any other insurance companies of your move	
Transfer your TV Licence to your new property	
Arrange with your phone company if you wish to keep your existing number	
Update, schools, doctors, dentists and vets of your new address	
And remember to inform all your family and friends!	
Complete the Questionnaire that West Wales Properties will send to you, and return to us	