

Congratulations on exchange of contracts! Not long now until we complete and we thought this checklist may be useful to keep everything on track.

☐ **Book removals**

If you need any recommendations just let us know. If you don't plan on using a professional removal firm, ensure you book a van big enough! You will be required to vacate your property fully by lunchtime so will not be able to complete multiple trips.

☐ **Clear any unwanted items**

Refer back to your complete fixtures and fittings form (TA10) if you are unsure what is staying or being removed. Only what has been agreed with the buyers should remain.

☐ **Complete any agreed repairs if applicable**

If anything was agreed during the transaction ensure this is done now. If you are removing light fittings or curtain tracks/pictures-replacement flex and bulbs should be installed and any holes should be made good.

☐ **Take all meter readings**

Do this as close to completion as possible. Make sure you cover Gas, Electric and Water

☐ **Notify utility companies**

Don't forget to tell your utilities and other providers you're moving. Below is a useful list to get you started.

Electric	Banks
Gas	HMRC
Water	Car insurance
Council tax	DVLA
Home insurance	Doctors/dentist/vets
Broadband/phone/TV	School
Mobile	Employer
TV licence	

☐ **Redirect your post + deliveries**

Either formally via Royal Mail or notify key companies of your change of address. Don't forget to cancel any subscriptions to your address, particularly Amazon delivery preferences.

www.royalmail.com/personal/receiving-mail/redirection

☐ **Complete useful information for buyers**

This can be really valuable for buyers and should only take a few minutes.

You will receive an email with a link to do this, if you need help, just ask.

☐ **Leave any instruction manuals behind**

Any instructions or manuals are really helpful, particularly for the boiler. Think of anything the buyers may need and leave in a clear place if you can.

☐ **Completion day**

On Completion day return all keys to us once you have vacated or if agreed beforehand you can leave your keys at the property providing Ocean have a set to hand to your buyers.

You must ensure the property is left in a clean and tidy condition, free from rubbish. This includes emptying the external bins/recycling if you can.

☐ **Review us**

Thank you so much for choosing Ocean we would love for you to leave us a review of our service on Google.

Please search for your local office (e.g. Ocean Estate Agents Bishopston) on Google and leave us a review.