

# id customer check list



## Week One

1. Rang Solicitor and instructed to act?
2. Cheque sent to Solicitor for local searches?
3. Spoken to Financial Advisor or Lender to confirm mortgage agreed in principle?
4. Cheque sent to Lender for Mortgage Survey / Administration Fee?
5. Rang Estate Agents and checked that my buyers and their Solicitors are aware of the timescales and others in the chain are in step?

## Week Two

1. Rang Solicitor and checked that contract papers have been received from Seddon Homes / ID solicitors and that they have applied for searches?
2. Rang Lender and checked when survey due to be carried out?
3. Rang Estate Agents to check that the sale of my house and chain is on track?

## Week Three

1. Have I received the mortgage offer from the Lender?
2. Have I sent the mortgage offer acceptance back to my Lender?
3. Rang Solicitor to check that they have received all of the searches back?
4. Rang Estate Agents to check that the sale of my house and chain is on track?.

## Week Four

1. Check my Solicitor has received mortgage instructions from Lender?
2. Made appointment with Solicitor to sign contract?
3. Have I arranged a bank transfer for the 10% contract deposit funds?
4. Rang Estate Agents to check that everyone in the chain is ready to exchange?
5. **Contracts have exchanged?**

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