

PROPERTY SOLD CHECKLIST

Address: _____ 2 Camelot Close -
 Negotiator _____ TM.

COMPLETE PRIOR TO INSTRUCTING SOLICITORS						
PROOF OF FUNDS	Date Requested <u>18/3/24</u>		Received		Date Received <u>19/3/24</u>	
Not Seen, Confirmed By?	Solicitor		Financial Advisor		Name of Person: <input type="checkbox"/>	
Send Buyer/s Invoice & Confirm Paid for ID Check	ID Invoice Sent Date <u>19/3/24</u>			ID Invoice Paid		
MOVEBUTLER AML Check	Buyer 1 <u>MRS</u>		Buyer 2 <u>MR.</u>		Buyer 3	
	Requested <u>19/3/24</u>	Received <input checked="" type="checkbox"/>	Requested <u>19/3/24</u>	Received <input checked="" type="checkbox"/>	Requested <u>1/3/24</u>	Received <input checked="" type="checkbox"/>
Cancelled Booked Viewings	<input checked="" type="checkbox"/>					
Add Chain Details to LIFESYCLE	<input checked="" type="checkbox"/>					
Lifecycle Status Changed to 'SSTC'	<input checked="" type="checkbox"/>					
Add SOLS Details to LIFESYCLE	Seller <u>Mr Bowman Direct</u>			Buyer <u>?</u>		
SCAN/MOVE ALL DOCS TO LIFESYCLE 'PRIVATE FILES' IN MEDIA SECTION AS YOU RECEIVE THEM						

THEN CARRY OUT THE FOLLOWING:	
INSTRUCT SOLS	<input checked="" type="checkbox"/>
Memo Sent Milestone auto updates with date once memo of sale sent out of system	
Send Email/checklist to Tracy Walker to check file for compliance	<u>22/3/24</u> <input checked="" type="checkbox"/>
Order SOLD Slip / In Two Weeks? Order Special Board	<input checked="" type="checkbox"/>
Change Window/Wall Display to SOLD	<input checked="" type="checkbox"/>
Add to BIS Online	<input checked="" type="checkbox"/>
Inform Interested Parties	<input checked="" type="checkbox"/>
SCAN CHECKLIST ONTO LIFESYCLE IN PRIVATE FILES SECTION IN MEDIA ONCE COMPLETED	