

The fast-track buyer's checklist

How to stay ahead and reduce delays



Want to move in quicker and with less stress?

A typical property purchase takes 3–4 months from offer to completion — but it doesn't have to. Our founder Kevin has completed many property purchases in under 8 weeks over the past few decades. The difference? Preparation, communication, and a clear plan. Most delays in a transaction aren't legal - they're human.

This checklist is designed to help you (and everyone involved) stay ahead of the curve. Follow these steps and you'll massively increase the chances of a faster, smoother move - and you'll be the buyer everyone wants in their chain.



- 1 Instruct a solicitor early - don't wait for your offer to be accepted.** Choosing your solicitor upfront saves days (sometimes weeks). We can recommend a solicitor and get quotes for you now - please just ask.
- 2 Set a realistic move-in date - and share it with your whole team.** Tell your solicitor, your estate agent, and us what your ideal move-in date is. This helps everyone work toward the same goal.
- 3 Get your team to "go viral" with your updates.** Ask both your solicitor and estate agent to pass updates (like your move-in date) through the entire chain - sellers, buyers, their solicitors, and agents. And follow up to confirm it's been done.
- 4 Sign the solicitor's terms & pay the upfront fee.** This instructs your solicitor to begin work and request property searches. Do it as soon as possible to avoid bottlenecks later.



5 Chase the seller's solicitor for key documents early. Most buyers wait - and that's a mistake. Ask your estate agent and solicitor to request these immediately:

- Draft contract
- Property Information Form (PIF)
- Fixtures & Fittings Form
- Leasehold Information Pack (if leasehold)

Even better: share this checklist with the sellers and encourage them to follow it. It helps everyone move faster.

6 Be politely persistent - especially in the early weeks. These documents can shave a month off the process if received early. Until they're in, check in with the estate agent and solicitor at least weekly - ideally twice a week.

7 Review documents carefully and follow up on any gaps. Read everything. Note down questions and email your solicitor. If the PIF says "to follow", ask when those follow-ups will arrive.

8 Adjust your pace once documents are in. Once you've got the PIF and Fixtures & Fittings form, you can reduce contact with your solicitor to weekly. Closer to exchange, increase contact again to keep things moving.



If you ever feel stuck, we are here to help.

Contact us

This checklist makes life easier for everyone - not just you.

Feel free to share it with others in your chain. **The more people who follow it, the smoother the whole process will be.** If you need help with anything in here, or want recommendations, just reach out to your adviser. We're here to support you right through to move-in day.

