

# The fast-track sellers & buyers checklist

## How to speed up your home move & reduce delays on both sides of the chain



Want to move in quicker and with less stress?

**Most property transactions take 3-4 months from agreeing a price 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 will show you how to take control of the process, avoid delays, and keep the chain moving - whether you're buying, selling, or doing both.

### Part 1 - Selling

**1 Instruct your solicitor when you go to market.** Don't wait until you accept an offer. Instruct your solicitor as soon as you list the property, so they're ready to act. We can recommend a trusted solicitor and get a quote for you – please just ask.

**3 Complete the forms fully before you're under offer.** This is one of the biggest time-savers and can save a shave off a month of the transaction length. Don't wait until you've found a buyer - have these completed and ready to go in advance.

**2 Request the key documents upfront.** Ask your solicitor to send:

- Terms of business
- Property Information Form (PIF)
- Fixtures & Fittings Form

**4 Avoid writing "to follow" on the Property Information Form (PIF).** You'll only be chased for it later, and it causes unnecessary delays. Fill out and provide everything you can from the start.

**5 Selling a leasehold or share of freehold property?** Order the Leaseholders Information Pack before you're under offer. This is a common cause of delay - and yes, most freeholders will charge to provide it, so factor that in.





## Part 2 - Buying, move fast from day one

**6 Use the same solicitor as the sale, if you haven't chosen them, do so before your offer is accepted.** Don't have a solicitor, we can recommend a trusted solicitor and get a quote for you in advance. This allows you to move quickly once your offer is agreed.

**7 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.

**8 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.

**9 Return solicitor paperwork and pay the upfront fee.** This allows them to request property searches (reports). Do it as soon as possible to avoid bottlenecks later.

**10 Chase the seller's solicitor for key documents early.** Get your solicitor and estate agent to chase the seller's side for:

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.

**11 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.

**12 Review documents carefully and chase any missing items.** Read everything. Note down questions and email your solicitor. If the PIF says "to follow", ask when those follow-ups will arrive.



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.

