

## PROPERTY SOLD CHECKLIST

Address: 6 Medley Close  
Negotiator Con

### COMPLETE PRIOR TO INSTRUCTING SOLICITORS

<b>PROOF OF FUNDS</b>	Date Requested <u>1/1/20</u>	Received <u>in person accounts</u>	Date Received <u>1/1/20</u>												
<b>Not Seen, Confirmed By?</b>	Solicitor	Financial Advisor	Name of Person												
<b>Send Buyer/s Invoice &amp; Confirm Paid for ID Check</b>	ID Invoice Sent Date <u>1/1/20</u>	ID Invoice Paid <u>N/A</u>													
<b>MOVEBUTLER AML Check</b>	<table border="1"> <tr> <th colspan="2">Buyer 1</th> <th colspan="2">Buyer 2</th> <th colspan="2">Buyer 3</th> </tr> <tr> <td>Requested <u>1/1/20</u></td> <td>Received <u>1/1/20</u></td> <td>Requested <u>1/1/20</u></td> <td>Received <u>1/1/20</u></td> <td>Requested <u>1/1/20</u></td> <td>Received <u>1/1/20</u></td> </tr> </table>	Buyer 1		Buyer 2		Buyer 3		Requested <u>1/1/20</u>	Received <u>1/1/20</u>	Requested <u>1/1/20</u>	Received <u>1/1/20</u>	Requested <u>1/1/20</u>	Received <u>1/1/20</u>		
Buyer 1		Buyer 2		Buyer 3											
Requested <u>1/1/20</u>	Received <u>1/1/20</u>	Requested <u>1/1/20</u>	Received <u>1/1/20</u>	Requested <u>1/1/20</u>	Received <u>1/1/20</u>										
<b>Cancelled Booked Viewings</b>															
<b>***Add Chain Details to LIFESYCLE***</b>															
<b>Lifecycle Status Changed to 'SSTC'</b>															
<b>Add SOLS Details to LIFESYCLE</b>	<table border="1"> <tr> <td>Seller <u>✓</u></td> <td>Buyer <u>✓</u></td> </tr> </table>			Seller <u>✓</u>	Buyer <u>✓</u>										
Seller <u>✓</u>	Buyer <u>✓</u>														
<b>SCAN/MOVE ALL DOCS TO LIFESYCLE 'PRIVATE FILES' IN MEDIA SECTION AS YOU RECEIVE THEM</b>															

### THEN CARRY OUT THE FOLLOWING:

<b>INSTRUCT SOLS</b>	<u>✓</u>
<b>Memo Sent Milestone auto updates with date once memo of sale sent out of system</b>	
<b>Send Email/checklist to Tracy Walker to check file for compliance</b>	<u>✓</u>
<b>Order SOLD Slip / In Two Weeks?</b>	<u>✓</u>
<b>Order Special Board</b>	<u>✓</u>
<b>Change Window/Wall Display to SOLD</b>	<u>✓</u> <u>no board</u>
<b>Add to BIS Online</b>	<u>✓</u>
<b>Inform Interested Parties</b>	<u>✓</u>
<b>SCAN CHECKLIST ONTO LIFESYCLE IN PRIVATE FILES SECTION IN MEDIA ONCE COMPLETED</b>	