

Conveyancing purchase checklist



Purchasers:

Settled

Keys

Date of Entry:

Company Nos:

Property:

[Get information about a company](#)

Lodge
AN for Security by:

Notes:

AN lodged
ROS

Home Report

Replacement Report

EPC

Own Survey/
Valuation

Sales Particulars

Notes:

Price – Heritage: **£**

Clients' Bank a/c:

Price – Moveables:

Client Funds: **£**

Seller's Agent's
Bank a/c:

Loan Funds: **£**

[Lenders Handbook](#) [Lenders Exchange](#) [LMS](#)

Other Funds (H2B): **£**

Third
Party Funds:

[Sct. Govt. – Help-to-Buy](#)

Notes

Due Diligence

Conveyancing purchase checklist



LBTT:	£		LBTT Return signed	LBTT paid	LBTT Return lodged RS
		LBTT – Residential Property	LBTT Calculator		
LBTT Reliefs:					LBTT ADS
		Additional Dwelling Supplement			LBTT Options
		Notifiable Transactions			
		Additional Dwelling Supplement – Exemptions and Reliefs			ADS Reclaim
		Multiple Dwellings Relief – General Guidance			
		Notes:			

Titles Received:				Titles Examined:	
Title Report:				Observations Raised:	
Title Nos:				Observations Resolved:	
Property Enquiry Certificate:				Executory: non-evacuation of survivorship destination	
Private Services:	Yes	No	Private Meters	SEPA Consents - Drainage	N/A
				Septic Tanks/Private Sewerage	
			SEPA - Floodmap	SEPA Floodmap	
			Bacterial/Chemical Tests - Water	N/A	
			Supply Sufficiency	Private Water Supply	
Private Access:	Yes	No	Public Rights of Way		
			Servitude Rights	Non-Prescribed	Prescriptive Rights
			Affidavits	Indemnity Insurance	Show on Plan
				Apply ROS for prescriptive rights	
			Notes	Scotways	

Conveyancing purchase checklist



Factoring:

Factor Float Factoring Statement Block Insurance Sinking Fund

Notes

AML – ID:

AML Risk Assessment

AML: Source of Funds:

Enhanced due diligence RCI ROE

[ROS – RCI](#) [ROS – ROE](#)

Notes

Deed Plans:

Duplicate for Security

Plans Report:

Notes

Planning/Building Standards:

N/A

Planning Consent Building Standards Consent Retrospective Consent

Letter of Comfort Listed Building Consent Conservation Area

Conservation Area Consent Article 4 Direction Other

Notes

[Building Standards](#) [Attachments to House](#) [Attachments to Flat](#) [Conservation Areas](#)
[Planning Permission](#) [Roof Additions](#) [Historic Environment Scotland](#) [Applying for Consents](#)

Conveyancing purchase checklist



Disposition:

In Counterpart

Dual Reg

Register BC&S

ROS Reg Forms:

[ROS - Registration Fees](#)

[ROS - Eservices](#)

LOU/Obligation:

Discharge:

Other:

Lender:

Standard Security:

In Counterpart

Register BC&S

Additional Securities

Ranking Agreement

Advance Notice:

ROS Reg Forms:

Matrimonial Homes:

In the
Security:

C&S1 Form:

Co House Forms:

Co - 21 days date:

[Register a Company Charge](#)

[Forms for Company Mortgages and Loans](#)

Buildings Insurance

Lender Insurance Requirements

Lender Handbook reviewed

Notes

Conveyancing purchase checklist



Search Application:

Matrimonial
Homes:

Declaration:

In Disposition

Letter of Non-Crystallisation

Notes

Legal Report:

Cont'd Legal Report:

Shows AN - Disposition

Shows AN - Security

Interim Co. Search:

Final Co. Search:

Environmental
Report:

Coal Report:

[Check if Property is Affected by Coal Mining](#)

RCIL/RACBL Search:

[ROS - RCI](#)

[ROS - RoACBL](#)

Notes

Conveyancing purchase checklist



Missives:

Concluded

Suspensive

Purified

Dates:

Notes:

More Dates:

Post Settlement:

Title Sheet Received

Title Sheet Checked

Title Sheet - Copy to Client

AML - Signed Off

LOU/LOO Returned

Docs to Lender

Titles to Storage

Notes: