



# New build conveyancing checklist

## Phase 1: Before you reserve (pre-day 1)

### Research and preparation

Research the developer's reputation and previous developments.

Get pre-approved for your mortgage (if needed).

Find a conveyancer with new build experience.

Set aside £500-£2,000 for reservation fee.

Understand the development timeline and completion estimates.

Review the show home vs. actual specification differences.

## Phase 2: Reservation day

### Securing your new build property

Make your offer on the property.

Pay the reservation fee (£500-£2,000) - confirm if refundable.

Get written confirmation of price, plot number, and specifications.

Confirm completion timeline with developer.

Instruct your conveyancer **ASAP** (within 24-48 hours).

Request all development documentation from sales office.

## Phase 3: Legal work phase (days 1 - 21)

### Your conveyancer's tasks

ID verification and address confirmation completed.

Mortgage application submitted (if applicable).

Review draft contract from developer.

Conduct property searches (local authority, environmental, etc.).

Check planning permissions for entire development.

Verify building regulations compliance.

Review development-wide restrictions and covenants.

Examine NHBC or other warranty documentation.

Check title deeds for the whole development.

Raise any queries about any unclear terms.

### **Your tasks**

Respond quickly to any conveyancer requests.

Provide all requested documentation.

Review and approve contract terms.

Understand what's included in sale price (fixtures, fittings).

Understand any developer incentives and their conditions.

## **Phase 4: Pre-exchange (around day 28)**

### **Final preparations**

Mortgage offer received and valid until completion.

All legal queries resolved.

Contract approved by both parties.

Exchange date agreed (aim for day 28 from reservation).

Completion timeframe confirmed.

Deposit funds ready (typically 10% of purchase price).

Buildings insurance arranged (from exchange date).

## **Phase 5: Exchange of contracts**

### **Making it legal**

Final contract review completed.

Deposit transferred to conveyancer.

Contracts signed and officially exchanged.

Purchase now legally binding.

## Phase 6: Pre-completion (7 days to months later)

### Waiting period

Stay in touch with developer about construction progress.

Monitor mortgage offer expiry date.

Arrange removal company.

Set up utilities for new property.

Arrange final inspection (snagging survey).

Confirm completion funds are ready.

Prepare for potential delays and have contingency plans.

## Phase 7: Completion day (1 day)

### Moving day

Final funds transferred by conveyancer.

Keys collected from developer/sales office.

Property handed over.

Move in and conduct snagging inspection.

Report any defects to developer within warranty period.

Keep all warranty documentation safe.

## Phase 8: Post-completion

### Final steps

All completion statements and receipts filed.

NHBC/warranty certificates received.

Council tax and utilities transferred to your name.

Electoral roll updated.

Property registered in your name at Land Registry.