
Completion & First-Week Checklist

Completion isn't the finish line — it's the handover into your systems. The first week sets up everything after; run it as a checklist and nothing leaks.

HOW TO USE THIS — Print it the week before completion and start ticking from the moment the keys are in your hand. Everything on it is easier today than in month three.

01 Day one

- ☐ Every meter read and photographed; suppliers notified of ownership change
 - ☐ Locks changed — you have no idea how many keys exist
 - ☐ Full photo survey of every room before anything moves
 - ☐ Water stopcock, fuse board and gas shut-off located and photographed
 - ☐ Heating tested, alarms tested, obvious leaks checked
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02 First week

- ☐ Council tax registered (or exemption applied for during works)
 - ☐ Buildings insurance confirmed in force with correct works disclosure
 - ☐ Utilities moved to your accounts or your preferred suppliers
 - ☐ Trades walkthrough against the refurb plan — surprises surface now, not week four
 - ☐ Post redirect or collection arrangement for previous-owner mail
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03 Set up the file

- ☐ One folder per property: completion statement, title, certificates, warranties, photos
 - ☐ Key dates diarised: insurance renewal, product end, certificate expiries
 - ☐ The property added to your portfolio tracker with day-one numbers
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