House Viewing Comparison Sheet

Compare properties on the same points instead of on whichever one you saw last, and remember the things that are easy to ask about on the day and impossible to check afterwards.

Three properties side by side, with rows for the things you forget to compare once you have seen four in a day and they have merged into one.

WHAT YOU CAN SEE IN AN HOUR

A viewing is not a survey. This sheet compares what you can see and ask about on the day; it says nothing about whether a property is sound, and it does not replace an inspection by somebody qualified to carry one out.

What to compare	Property 1	Property 2	Property 3
Address or area			
Asking price			
Date viewed			
Type, age and size			
Aspect — which way it faces			
Parking and access			
Heating — type and age			
Glazing and draughts			
Damp — smell, staining, mould			
Broadband and mobile signal			
Noise — road, rail, neighbours			
Storage and loft space			
Outside space and boundaries			
Water pressure and hot water			
What needs doing			
Would you go back?			

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Building Survey Checklist

Look at a property properly on a second viewing, so the questions you put to a surveyor or a seller are the right ones.

What to look at on a second viewing, and what to photograph, before you pay anybody to survey it.

> **A LOOKING LIST, NOT A SURVEY**
> This is a looking list, not a survey. It prints no defect thresholds, diagnoses nothing and replaces no professional — its purpose is to make you look in the right places and photograph what you find, so the questions you ask a surveyor are the right ones. Anything that worries you needs somebody qualified.

Property	Viewing date	Weather	With

OUTSIDE

- [ ] Roof covering, ridge and verges — from the ground and from upstairs windows
- [ ] Chimneys, flashing and any pointing
- [ ] Gutters, downpipes and where the water actually goes
- [ ] Walls — cracks, bulges, repointing, render, damp staining
- [ ] Windows and doors — frames, seals, opening, condensation between panes
- [ ] Ground levels against the wall, and any air bricks
- [ ] Drainage, inspection covers, and where the drains run
- [ ] Boundaries, retaining walls, trees close to the building

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INSIDE

- [ ] Damp, staining or smell — behind furniture and in cupboards
- [ ] Ceilings and walls — cracks, bowing, previous repair
- [ ] Floors — level, bounce, gaps, what is underneath
- [ ] Windows from inside — rot, opening, locks, safety glass
- [ ] Loft — insulation, structure, daylight, water tanks, signs of vermin
- [ ] Heating and hot water — age, service records, radiators, controls
- [ ] Electrics — consumer unit, sockets, any certificate
- [ ] Plumbing — run the taps, flush, check under sinks and in the bath panel
- [ ] Ventilation and extraction in kitchen and bathrooms
- [ ] Anything altered — extensions, removed walls, loft conversions

QUESTIONS TO ASK, AND THINGS TO PHOTOGRAPH

What you saw	Where	Photo ref	Question for the seller or surveyor

Overall impression, written before you leave

Score out of ten

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Home Buying Document Checklist

Have a prompt list to work through with whoever is handling the transaction, so documents are found before they are asked for rather than afterwards.

The papers a buyer or a seller usually ends up gathering, as a prompt list to work through with whoever is handling the transaction.

REQUIREMENTS DIFFER — TAKE PROPER ADVICE

Conveyancing differs enormously between countries, and often between regions of the same country. Nothing here is a legal requirement and nothing here is legal advice — it is a general prompt list. Your solicitor, notary or conveyancer decides what is actually needed, and some of these will not apply to you at all.

Property _____ Buying or selling _____ Acting for you _____

WHO YOU ARE, AND THE MONEY

- [ ] Photo identification for every buyer or seller _____
- [ ] Proof of your current address _____
- [ ] Evidence of where the deposit came from _____
- [ ] Mortgage or loan paperwork, if there is one _____
- [ ] Paperwork for any gift towards the purchase _____

THE PROPERTY ITSELF

- [ ] Ownership or title documents, in whatever form applies _____
- [ ] Plans, boundaries and anything shared with a neighbour _____
- [ ] Rights of way, access and shared drives _____
- [ ] Planning or building approvals for past work _____
- [ ] Sign-off certificates for any building work _____
- [ ] Guarantees for damp, timber, roofing or structural work _____

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SYSTEMS AND SAFETY

- [ ] Heating installation and service records
- [ ] Electrical installation or inspection paperwork
- [ ] Certificates for gas, oil or solid fuel appliances
- [ ] Energy rating certificate, where one is required
- [ ] Septic tank or private drainage records
- [ ] Private water supply test results
- [ ] Solar, battery or heat pump paperwork and warranties

BILLS, CHARGES AND RUNNING COSTS

- [ ] Recent utility bills, with the meter numbers
- [ ] Local property charges or taxes on the property
- [ ] Service charges, ground rent or management fees
- [ ] Buildings insurance history and any claims made
- [ ] Broadband and phone contracts, and when they end

SHARED BUILDINGS AND MANAGED ESTATES

- [ ] Lease, share or ownership agreement, where one exists
- [ ] Managing agent or residents' association contacts
- [ ] Accounts, budgets and any planned major works
- [ ] Rules on pets, letting, parking and alterations

WHAT IS INCLUDED IN THE SALE

- [ ] List of fixtures and fittings included and excluded
- [ ] Appliance manuals, warranties and receipts
- [ ] Keys, fobs, remotes and alarm codes

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- [ ] Meter readings agreed on the day

Where each one is kept, and who has it

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Auction Bidding Limit Sheet

Set your limit in writing before bidding starts, with the premium and fees included, so the number you bid to is one you decided calmly.

The lots you want, the most you will pay for each, and what they actually went for — written before the room warms up.

WRITE THE LIMIT BEFORE YOU ARE IN THE ROOM

The whole value of this sheet is that the limit is written down before bidding starts. Work out the total cost including the buyer's premium, any taxes and getting the thing home, because that is what you actually pay — the hammer price never is.

HOW TO USE THIS SHEET

1. Read the terms and find the buyer's premium and any taxes before setting a single limit.
2. View the lots. Condition reports and photographs are written to sell.
3. Set the limit as the total you will pay, then work back to a hammer figure.
4. Write what it actually sold for, win or lose. After three auctions that column tells you whether your limits are realistic.

Auction house _____ Sale and date _____ Buyer's premium _____ Taxes and fees _____

Lot	Description	Viewed	Condition noted	Estimate	My total limit	Max hammer	Bid to	Sold for	Won

Total spent _____ Premium and fees _____ Collection by _____ Transport arranged _____

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New Build Snagging List

Keep every fault in a new build on one dated sheet, so the record of what was reported and when exists in your handwriting rather than in a builder's inbox.

Every fault found in a new build, from the first walk-round to sign-off, with the dates that turn a complaint into a record.

SCHEMES AND TIMESCALES DIFFER

What a developer has to put right, how long you have to report it and what any warranty covers differ by country and by scheme. This sheet records what you found and what happened next — check the terms that actually apply to your purchase, and report faults the way those terms require.

Plot / address _____ Developer _____ Handover date _____

Room	Item	What is wrong	Reported	Developer response	Fixed	Signed off
			date		date	initials

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Moving House Checklist

Work backwards from the moving date instead of remembering things in the wrong order, and see at a glance what has actually been done rather than what has been worried about.

Everything that has to happen before, during and after a move, grouped by how long is left. Print it as soon as a date is agreed and work down from the top.

TIMINGS DIFFER — ADJUST THEM

The countdown is a working order, not a rule. How much notice suppliers, schools and local registers need differs by country, and a rented move runs to a completely different clock from a purchase. Move the lines around to suit yours, and cross out what does not apply.

Moving from _____ Moving to _____

Moving date _____ Removal firm _____ Contact _____

ABOUT SIX WEEKS OUT

write the date as each one is done

- [ ] Confirm the date in writing with everyone involved _____
- [ ] Get quotes from removal firms and book one _____
- [ ] Check what your insurance covers while in transit _____
- [ ] Book time off for the move and the day after _____
- [ ] Tell schools and clubs, and ask for records _____
- [ ] Book storage if there is a gap between the dates _____

ABOUT TWO WEEKS OUT

write the date as each one is done

- [ ] Give notice to every utility and agree a final date _____
- [ ] Arrange broadband and phone at the new address _____
- [ ] Redirect post and list who else needs the address _____
- [ ] Update the address on insurance and banking _____
- [ ] Confirm parking, lift or access at both ends _____
- [ ] Order boxes, tape, labels and wrapping _____

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THE WEEK OF THE MOVE

write the date as each one is done

- [ ] Pack a first-night box and keep it out of the van
- [ ] Label every box with the room it is going to
- [ ] Defrost the freezer and drain the washing machine
- [ ] Dismantle whatever has to come apart
- [ ] Confirm the arrival time with the removal firm
- [ ] Set aside keys, documents and valuables to carry

MOVING DAY

write the date as each one is done

- [ ] Read and photograph every meter before you leave
- [ ] Walk every room, cupboard and the loft before locking up
- [ ] Hand over keys and note who took them and when
- [ ] Check the van is empty before it leaves
- [ ] Read the meters at the new property on arrival
- [ ] Find the stopcock, consumer unit and gas valve

THE FIRST WEEK IN

write the date as each one is done

- [ ] Check heating, hot water and every drain runs
- [ ] Test every smoke and carbon monoxide alarm
- [ ] Confirm the opening readings with the new suppliers
- [ ] Register with local services and update the address
- [ ] Change the locks if you do not know who holds keys
- [ ] Photograph and report anything damaged in transit

Notes and anything specific to yours

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Moving Inventory and Box Log

Know what is in every box and where it is meant to end up, so you can find the kettle on the first night and tell on the day whether anything is missing.

One line per box, written as you seal it. This is the sheet that turns unpacking from a search into a task, and the one that tells you on the day whether anything is missing.

> **NUMBER FIRST, PACK SECOND**
> Number the box before you fill it, and write that number on two sides and the top. A box stacked three deep with its label facing the wall may as well not be labelled at all. Keep this sheet with you rather than in the van.

Moving from _____ Moving to _____ Sheet _____

Box no.	Packed from	Goes to	What is in it	Fragile	Unpacked
	room	room	enough to find one thing	Y / N	date

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Change of Address Checklist

Work through everybody who holds your address, and track the gap between telling them and them acting on it.

Everybody who needs the new address, with the date you told them and the date it actually changed.

TOLD THEM, AND THEY DID IT

The second date is the one that matters. Telling an organisation and the organisation acting on it are different events, and the gap between them is where redirected post, missed renewals and bounced deliveries live.

Name _____ Old address _____ New address _____ Moving date _____

MONEY AND OFFICIAL

Who	Account or reference	How told	Date told	Confirmed changed	Notes

EVERYTHING ELSE

utilities, subscriptions, deliveries, clubs, and the ones people forget

- ☐ Employer and payroll
- ☐ Bank and card providers
- ☐ Pension provider

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- [ ] Tax authority
- [ ] Electoral register
- [ ] Driving licence
- [ ] Vehicle registration
- [ ] Vehicle insurance
- [ ] Home insurance
- [ ] Life and health insurance
- [ ] Doctor and dentist
- [ ] Optician
- [ ] Vet and pet microchip registry
- [ ] Schools and nurseries
- [ ] Council or local authority
- [ ] TV and broadband
- [ ] Mobile provider
- [ ] Energy suppliers
- [ ] Water supplier
- [ ] Loyalty and delivery accounts
- [ ] Online shops with saved addresses
- [ ] Clubs, gyms and memberships
- [ ] Charities and subscriptions
- [ ] Family, friends and anybody who posts you things

Post redirection ordered	From	Until	Reference

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Utility Change-Over Record

Close the old accounts and open the new ones with the readings and balances written down on the day, so a change-over dispute has a sheet of paper behind it.

Closing accounts at the old address and opening them at the new one, with the final readings and the closing balances written down on the day rather than argued about later.

PHOTOGRAPH EVERY METER

The final reading is the whole sheet. Take it yourself, photograph the meter face with the serial number in shot, and give it to the supplier the same day — a photograph settles a disputed bill and a number remembered a fortnight later does not.

Old address

New address

Detail	Electricity	Gas	Water	Broadband / phone
Old supplier				
Account number				
Final reading				
Date read				
Closing balance				
Refund or amount due				
New supplier				
New account number				
Opening reading				
Date switched				
Contract or tariff ends				

Other supplies — oil, LPG, media, waste collection

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Meter Reading Log

Build a running record of readings and the usage between them, so a bill is something you can check rather than something you have to accept.

A running record of electricity, gas and water readings, with the usage between them worked out — so a bill can be checked against something rather than accepted.

SAME DAY EACH MONTH

Read on the same date each month and the usage column becomes comparable month to month. Write the meter serial numbers in once: they are what identifies the meter if a reading is ever queried.

Property _____ Electricity meter no. _____ Gas meter no. _____

Water meter no. _____ Electricity supplier _____ Gas supplier _____ Water supplier _____

Date	Electricity	Used	Gas	Used	Water	Used	Notes
	reading	since last	reading	since last	reading	since last	

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Renovation Quote Comparison

See where three quotes actually differ, which is usually in what has been left out rather than in the number at the bottom.

Three quotes for the same job, set out so the differences are visible — including the ones that are differences in scope rather than in price.

PRICE IS THE LAST ROW FOR A REASON

Compare like with like, or the cheapest quote will simply be the one that leaves the most out. Ask every contractor to price the same written scope, and check any insurance or registration yourself rather than taking a copy at face value.

What to compare	Quote 1	Quote 2	Quote 3
Contractor or company			
Contact — phone and email			
What is included			
What is excluded			
Start date			
How long it will take			
Payment stages			
Written quote received?			
References seen?			
Insurance seen?			
Guarantee offered			
Is tax included?			
Price quoted			

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Renovation Budget Tracker

See the gap between what you planned to spend and what you have spent while there is still time to do something about it, rather than at the end.

What you planned to spend, what you were quoted, what you actually paid, and the gap between them — one line per element of the job.

> **A RECORD, NOT ADVICE**
> This sheet records numbers. It does not say what anything should cost, and it is not a view on what you can afford or how the work should be funded. Fill in your own figures and keep the invoices with it.

Project _____ Property _____ Started _____

Item or element	Budgeted	Quoted	Actual	Difference	Paid	Notes
				over / under	date	

Total budgeted _____ Total actual _____ Over or under _____

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