



# maddenlaw

LEGAL SERVICES & SOLUTIONS



Wills & Probate



Remortgages



Online  
Consultations



Conveyancing &  
Property Law



Enduring Powers  
of Attorney



Residential &  
Commercial Leases

Book an  
appointment  
online

[maddenlaw.ie](http://maddenlaw.ie)



Bryanstown Centre,  
Drogheda

## Pre - completion check list



1. Have you submitted a signed direct debit mandate to your bank? ☐
2. Have you arranged to activate your house insurance one week before completion? ☐
3. Have you given your life policy to your bank? ☐
4. Have you transferred the stamp duty and costs to us? ☐
5. Have you arranged a pre-closing inspection of the house with the selling agent? ☐
6. Have you given us your PPS number? ☐

## On completion day:

- You will collect the keys from the site foreman. All documents will be signed in our office before completion. There is no requirement for you to sign any documents with us on that day.
- The keys will be available late in the afternoon on that day. We will tell you when they are available.



**maddenlaw**  
LEGAL SERVICES & SOLUTIONS

Madden Law,  
Third Floor,  
The Bryanstown Centre,  
Dublin Road,  
Drogheda,  
Co. Louth

E: [shona@maddenlaw.ie](mailto:shona@maddenlaw.ie)  
T: 041 980 3336

[maddenlaw.ie](http://maddenlaw.ie)