Reservation Meeting Checklist					
Customer:	Muzeyyen Erturk				
Development:	Poplar Riverside, E14	Plot No:	A1133	Type:	1 Bed

The following information should be provided or discussed at point of reservation:

1. Reservation Pack & Consumer Code information ☑
2. 21 Day Countdown from Reservation to Exchange ☑
3. Deposit/advanced payment structure: 10% on exchange, 10% advanced payment 12 months after exchange, 5% Advanced payment 18 months after exchange, 75% balance upon completion ☑
4. Panel of Solicitors & Independent Financial Advisors ☑
5. We recommend you seek advice from your solicitor about Stamp Duty ☑
6. Reservation Fee refundable (subject to conditions) ☑
7. Postal Address ☑
8. Brief explanation of Customer Journey highlighting Sales, Customer Relations & Customer Services roles ☑
9. Development Information (Total size, Phase Plan, facilities, Estate Management, Development build duration etc.) ☑
10. Building Warranty ☑
11. Shared Ownership and Social Rent Properties explained ☐
12. Choices and Options explained – No Internal/external Alteration/Amendment Policy ☐
13. Purchaser to sign and date floorplan and specification ☑
14. Parking Explained ☐
15. Sustainability – Our Vision and Car Club ☐
16. Estimated Service Charges £4.38 - £4.65 Psf...../Annum ☑
17. Ground Rent Explained £..Peppercorn...../Annum ☑
18. Estimated Completion Date ..A1 - Q3 2025 - Q4 2025..... ☑
19. PR (yes / no) ☐
20. My Home Plus – Has the account been created? ☑
    Purchaser email address ..muzeyyen@erakko.com.....
21. **Your Promise**: You the customer, promise to exchange in 21 days and legally complete 14 days after notice is served ☑
22. **Late Completion**: if legal completion has not been achieved by the date specified in the notice to complete (this is usually 10 working days after service), a special notice will be served the a further 10 working days and interest will be charged on a daily basis. If legal completion has not been achieved by the date specified in the special notice, your exchange deposit and all advance part payments will be forfeited. ☑

Sales Consultant Signature..Tara Long.....

Sales Consultants Name...Tara Long.....

Customer Signature.....

Customer Name...Muzeyyen Erturk... .....

Date of meeting...24/03/23.....