

Paperwork checklist for public house sales

In addition to the legal paperwork such as title deeds, your buyer will want to see –

- an up-to-date (ie: less than five years old) *electrical installation inspection certificate* – contact an NICEIC-registered electrician for this;
- an up-to-date (ie: less than one year old) *emergency lighting (and fire alarm) test certificate* – NB: this is not normally part of the electrical installation inspection certificate referred to above, but can usually be prepared at the same time
- an up-to-date (ie: less than one year old) *Portable Appliance Testing (PAT) certificate* – again, an NICEIC-registered electrician can deal with this;
- an up-to-date *gas safety inspection certificate* for any gas appliances – contact a CORGI-registered gas engineer for this
- an *asbestos survey and management plan* – you (or your landlord) should already have one; if not, there are specialist consultants who prepare these
- an up-to-date *fire fighting equipment test certificate*
- a *fire safety assessment* – if you have one (as you should!)
- an *energy performance certificate* (EPC) for the property from an approved assessor
- your *premises licence* – the full version, with conditions, not just the summary, and the plan, showing the licensed trading areas
- an *inventory* of trade fixtures fittings and equipment to be included in the sale – if selling agents are involved, they will often prepare this for you
- copies of any employees' *contracts of employment* – or, if there are no written contracts, details of their terms of employment – as the buyer will normally be taking over all employees on the same terms
- Your most recent bills for water, drainage, electricity, gas (if any), telephone, waste disposal, etc

Copies of these documents need to be supplied by me to your buyer's solicitor; that way, it is easy to prove they have been supplied.

Therefore, if you give me these documents as soon as possible, I can prepare a full pack to send out to your buyer's solicitors with (or soon after) the draft contract

This will help to minimise any delays, to everybody's benefit

If you have any questions, or run into problems collecting the required paperwork, please let me know and I will be happy to help