

How to sign an agreement

Six steps between the agent sending the agreement and you sending it back.

Step 1

Check the agent has inserted your key terms on the front page of the agreement.

Step 2

Check any conditions have been inserted where requested - look at the further terms at the back of the agreement.

Step 3

Forward the agreement to your lawyer for a final check.

Step 4

Sign the agreement on page 20. [Watch a video example here.](#)

Step 5

Put your initials on the corner of each page, and anywhere that has been amended by hand. Initial the chattels list at the back of the agreement.

Step 6

Send the agreement back to the agent and cross your fingers.

TL;DR — Key Takeaways

- Front page terms and back-page conditions first - then lawyer check - then sign.
- Signature goes on page 20; initials on every page and every handwritten change.
- Don't forget to initial the chattels list.

