HouseMe Legal

Private Sale Checklist 2026

HouseMe Legal's Sherpas | **You (Buyer or Seller)** | **Other Party + Their Lawyer**

STAGE 1: BEFORE YOU SIGN A BINDING AGREEMENT

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE ✓
BEFORE ANYTHING IS AGREED	Engage a lawyer early — before you agree anything informally.	Book a free 15-minute call	Sherpas + You	☐
BEFORE ANYTHING IS AGREED	Prepare a Heads of Agreement — price, deposit, settlement date, chattels.		Sherpas + You + Other Party	☐
BEFORE ANYTHING IS AGREED	Make the Heads of Agreement clearly non-binding.	Why this matters	Sherpas	☐
READY TO CONTRACT	Lawyer drafts the ADLS Sale and Purchase Agreement.	Glossary of legal terms	Sherpas	☐

STAGE 2: CONTRACT, CONDITIONS AND DUE DILIGENCE

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE ✓
IN THE AGREEMENT	Include a broad 10 working day due diligence clause.		Sherpas	☐
SIGNING	Both parties sign and exchange the ADLS Agreement.		You + Other Party	☐
AFTER SIGNING	Deposit held in the lawyer's trust account.		Sherpas + You	☐
DUE DILIGENCE WINDOW	Order a building inspection.		You	☐
DUE DILIGENCE WINDOW	Apply for LIM report and review the title.		Sherpas + You	☐
DUE DILIGENCE WINDOW	Finalise finance and insurance.		You	☐

STAGE 3: FROM UNCONDITIONAL TO SETTLEMENT

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE ✓
CONDITION DEADLINE	Go unconditional before the deadline.		Sherpas + You	☐
FINAL WEEK	Complete pre-settlement inspection.	The final week guide	You	☐



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WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE ✓
FINAL WEEK	Review the settlement statement.		Sherpas + You	☐
FINAL WEEK	Don't book movers too early — settlement may not complete until the afternoon.	What happens on settlement day	You	☐
SETTLEMENT DAY	Wait for lawyer confirmation before collecting keys.		Sherpas + You	☐

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