

YOUR CHECKLIST

Seller's Checklist

A general guide only. If anything here doesn't match your situation, or a step is unclear, give us a call. Please don't sign anything you don't fully understand.

Your Key Dates

Offer accepted

Conditions due

Settlement date

01 Once your contract is unconditional

- ☐ Contact your lender in writing to start the discharge of your mortgage. This can take up to 20 business days, so starting early helps avoid delays
- ☐ Sign and return anything we send you as soon as it arrives
- ☐ Apply for your ATO Clearance certificate early. It's free to apply for and lasts for 12 months.
- ☐ Let us know if you'll be away before settlement, so we can plan around it

02 In the lead-up to settlement

- ☐ Your real estate agent will be in touch around seven days before settlement to arrange the buyer's final inspection
- ☐ Keep the property in the same condition it was in when the buyer inspected, and make sure everything included in the contract, like electrical and gas appliances, is in good working order
- ☐ Arrange for electricity, gas, and phone to be cancelled, and update your address with them. Cancel your home insurance once settlement has gone through
- ☐ Book your removalist. You'll need to vacate by 12 noon the day after settlement. If you're moving out earlier, let us and your agent know

03 Settlement day and after

- ☐ Collect all keys and arrange to hand them to your real estate agent

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OFFICE HOURS

Monday to Friday	9am to 5pm
Saturday	Closed
Sunday	Closed