

PRE-SETTLEMENT CHECKLIST FOR VENDORS

Congratulations on going unconditional! To make this process as smooth as possible, we have included a pre-settlement checklist.

The following is a general checklist, all dot points may not refer to you.

- ☐ Sign all necessary documents with your solicitor and bank.
- ☐ Confirm the date and time for your property's settlement.
- ☐ Obtain moving boxes and organise a moving date with a transport company.
- ☐ Approximately 2 weeks from settlement, sellers should notify their utility providers of the scheduled settlement date.
- ☐ (Electricity, gas, phone, internet providers, monitored security, water supply and insurance companies)
- ☐ Cancel newspaper subscriptions and forward your mail to your new address.
- ☐ Cancel your property insurance after you've sold your property and take out a new insurance policy on your new property.
- ☐ Gather all important papers and leave them in the house for the new buyer.
(Survey, home warranties, security codes, appliance manuals and any tips and tricks about the property).
- ☐ Perform a final cleaning prior to the pre-settlement inspection; remove all rubbish and personal items from the house, garage and storage sheds.
- ☐ Schedule a pre-settlement inspection with your @realty associate about a week before settlement.
- ☐ The inspection should be done a day before settlement, or once the property is empty and cleaned.
Provide all keys to the @realty associate before settlement.

When you exchange contracts, you should have agreed on what items were to remain (inclusions) and what were to be removed (exclusions). For example, it's common for the dishwasher, built-in BBQ, pool pumps and oven to remain – and for the curtains and light fittings to stay where they are.

A pre-settlement inspection aim is to make sure any special conditions have been met, and that the property is in the same state as when the contract was signed.