



# Seller's Process Checklist

As a Seller, here is a summary of things you should do as part of a typical settlement process.

After Offer has been accepted and conditions fulfilled:

- Receive settlement documents from Conveyancer. Sign and return ASAP.
- Contact your bank to arrange the discharge of your mortgage if necessary or forward your Certificate of Title to our office.
- Receive transfer of land from Conveyancer. Sign and return ASAP.
- Check RCD and smoke alarm compliance.
- Arrange for any Seller's special conditions to be attended to (eg, repairs).
- Contact your Conveyancer if you have received any accounts for rates and taxes for the period leading up to settlement and advise if any payments are due before settlement.
- Obtain quotes and book a removalist, if needed.

A few days before settlement:

- Ensure the property is in a suitable condition for final inspection by the Buyer.
- Arrange to discontinue electricity, gas and telephone services as from the settlement date (or possession date if earlier).
- Arrange to transfer or cancel any insurance policies as from the settlement date (or possession date if earlier).
- Arrange mail redirection if required.
- Confirm arrangements with removalist if you are using one.

Following settlement

- Hand over keys and security devices (eg remote controls, access codes) to Real Estate Agent. If you are living in the property, you have until 12pm on the day after settlement to move out. Otherwise, the Buyer is entitled to possession of the property as soon as settlement has taken place.

You will find further details about these steps in [A Guide to Your Real Estate Sale](#).