

SELLERS TO DO LIST



- Let us know that the contract is now signed.
- Let your financier know that you have entered into a contact so that they can arrange for the preparation of a release of mortgage. Your bank will ask you to sign a release authority. Ensure that the sale price is sufficient to payout the loan. Make sure you include our details on the release authority.
- Find a removalist and consider making a tentative booking. Consider transport insurance.
- If you are providing vacant possession and there is a tenant in the property contact your managing agent to ensure that any notice to vacate is given to ensure that the property will be vacant at settlement.
- Return our Questionnaire & Instructions with a copy of the latest rates notice, body corporate levies, evidence of any payment.
- If a Certificate of Title exists locate the Certificate and arrange for it to be delivered to us.
- Return Transfer documents to us immediately upon receipt. You will need to arrange for the Transfer documents to be signed in the presence of a Justice of the Peace or Commissioner for Declarations. We can witness your signature.
- Contact Telstra, Ergon Energy, Gas company and any other service providers to arrange for services to be disconnected or changed over on settlement.
- Contact the agent to confirm when the buyer is conducting a final inspection of the property prior to settlement and arrange access for the inspection.
- Let us know immediately if your circumstances change or if settlement may be delayed due to unexpected circumstances.
- Provide notice of your change of address. Some examples of who you may need to consider are below:-
 - o Family and friends;
 - o State/Commonwealth Electoral Offices;
 - o Post Office (redirection);
 - o Banks, insurance companies, super funds, accountants and share registries;
 - o Department of Main Roads, registrations and driver's licence;
 - o Tenants, Real Estate Agents, Body Corporate Managers;
 - o Other bodies with regard to credit cards, welfare payments, subscriptions and memberships.
- We will contact you to confirm settlement figures and the time for settlement. Let us know immediately if you pay any bills relating to the property such as Council as this will affect our settlement figures.
- Ensure that you are available and that we have a contact phone number for you on the day of settlement in case there is a last minute hitch.
- Make arrangements with the real estate agent to deliver all keys prior to settlement.
- Arrange for the agent to deposit any balance deposit monies into your account following settlement.
- Call your insurance company to cancel any insurance on the property.



YOUR FEES

House and Land Sale.....

Community Title Land/Unit Sale.....

Suite 1, Cannonvale Court
44 Coral Esplanade
Cannonvale QLD, 4802
www.pdlaw.com.au

t +61 7 4946 6670
f +61 7 4946 6329