

Seller Check list

Pre-Sale Preparation

- **Obtain a property appraisal** from one or more real estate agents
- **Choose a real estate agent** (optional, but recommended)
- **Make necessary repairs or improvements** to enhance saleability
- **Stage the home** or arrange professional styling/photos

Settlement Process

- **Engage a settlement agent**
- **Prepare the Offer and Acceptance (O&A) contract** (usually via your agent)
- **Disclose any encumbrances or defects** honestly and clearly
- **Contact your bank to complete the discharge authorization forms**
- **Each seller to complete the ATO Clearance certificate application**
- **Sign and return your settlement paperwork to your settlement agent**
- **Complete the required verification of Identity**
- **Advise your settlement agent if you are going away.**
- **Ensure compliance with:**
 - Smoke alarm regulations
 - RCD (Residual Current Device) installation
 - Pool/spa fencing laws (if applicable)
- Cancel or transfer **home insurance** from the settlement date
- Notify **utilities and services** of the change (electricity, gas, internet)
- Redirect or cancel **mail services**
- If the property is your principal place of residence, then you have until 12pm the day following settlement to vacant the property. Ensure you have discussed key handover with your real estate agent
- Keep **records of sale** for tax purposes (especially if CGT may apply)