



SELLERS TO DO LIST

Undertaking a conveyance (attending to the transfer of a property) may seem a simple process that takes little time. Nothing is further from the truth!

Conveyancing is a complex series of tasks that require knowledge and skill which is the reason that Conveyancers must hold special qualifications and be licensed.

Below is a list of tasks required to fulfil a Conveyancers legal obligations to you where a mortgage is to be discharged. Because this task list reflects the commonly-accepted legal requirements for a conveyance, all fee estimates must be benchmarked against this list.

Occasionally a transaction involves more work than usual. Time may also be required to advise a vendor (e.g. in relation to the documentation, rights or liaising with your lender) or a transaction may involve extra tasks (e.g. liaising with a GST expert or dealing with an encumbrance or contractual breach). In such cases, your conveyancer is entitled to charge an additional fee unless the work has been allowed for in any fee estimate.

Arrange to redirect mail to new address if applicable.

Notify the following of change of address:

- State/Commonwealth Electoral offices
- Post office
- Delivery people
- Family and friends
- Banks, share registries, insurance company
- Store accounts
- Vehicle registration and driver's licence
- Doctor and Dentist
- Private Health Fund
- Schools

Approximately three days before settlement, contact us to check on how your sale is proceeding.

Once we have contacted you to advise of settlement time, date and figures, contact removalists to confirm booking details.

1 WEEK BEFORE YOU MOVE

Cancel newspaper delivery

Collect dry cleaning etc.

Finalise moving details for your pets

Contact your agent to make suitable key arrangements

Make sure Statewide Conveyancing has a contact number for you on the day of settlement

Remove any excess debris from the property and any sheds.

1 DAY BEFORE YOU MOVE

Empty and defrost fridge

Empty fuel in mowers and heaters etc

Empty garbage bins

Make arrangements for removal of valuable and/or personal items (should not be sent with removalist)

THE DAY YOU MOVE

Check water, gas and lights

Lock all your doors and windows

Once Statewide Conveyancing have confirmed settlement, contact your Agent to deliver your keys for purchaser.

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