

FROM SALE TO SETTLEMENT CHECKLIST

MORE THAN 6 WEEKS TO GO

- Research Removalist: Start your research to find the best removalist. Start investigating and contacting removals companies.
- Deposit: The deposit will be paid to the Seller's estate agent or solicitor who will place the money into a trust account until the settlement date. In certain circumstances the seller may ask the buyer to release the deposit money, held in a trust account, earlier than the settlement date.
- Property insurance: Although the Buyer may take out insurance over the property, it is important for the Seller to maintain their insurance over the property. If damage is done to the property before settlement the Seller will need to rectify the damage and settle the sale.
- Seller Discharging Mortgage: get relevant details of your loan to your Solicitor or Conveyancer so your loan can be discharged and the settlement can proceed. You may need to renegotiate other loans with your bank if they are secured by the property you are selling.

4 WEEKS TO GO

- Organise a folder for your moving documents.
- Contact your preferred furniture removalist and make a tentative booking. Even if you just working with an approximate settlement date.
- Buyer to check all measurements and boundaries are the same as those on title.
- Property Valuation: Buyer's lender may arrange for a valuation of the property.
- Requisitions: Seller to answer requisitions if requested by the Buyer.
- Consider house you are moving to:
 - What level is your new house on?
 - Is there sufficient access for large appliances and pieces of furniture
- Start packing: items that will not be used before the move.
- Complete change your address: form at a Post Office – or online at www.australiapost.com.au.
- Contact your doctor, dentist and kids schools to obtain/transfer records.
- Advise your children's school and have transfer documents sent to your new school/kindergarten.
- Get rid of unwanted items: hold a garage sale or take things to your local tip or charity store.
- Notify any friends or relatives who may be helping with the move.
- Notifying Service Providers: Sellers or their representatives are responsible for contacting relevant service providers such as gas, electricity and telephone companies, so they can conduct a final reading and issue a final account.

2 WEEKS TO GO

- Continue to pack
- Insurance:
 - Check your insurance policy - will it cover the move?
 - Do you have Premises/Home and Contents Insurance for where you are moving to?
- Start using up and perishables and frozen foods.
- Organise cut off dates for phone, electricity, gas and water.
- Decide what to do with your children and organise a babysitter if necessary.
- Inform of your intended change of address:
 - Newspaper & magazine subscriptions. o businesses, colleagues.
 - Other service providers.
 - Tax office and other government authorities.
- Cancel your memberships eg. gym and video store.
- Think about booking professional cleaners.

THE WEEK OF THE MOVE

- Seller gets Settlement time and date: Settlement time is usually only made final about 7 days before settlement. As soon as you are notified of the date, contact your removalist and other service providers immediately.
- Pre-settlement Inspection: Buyer entitled to make a Pre-settlement inspection at any reasonable time 1 week before settlement. Seller obliged to hand over the property in the same condition as when it was sold.
- Ensure everything is packed except essential items.
- Return your library books and rentals.
- Use up all your perishable foods.
- Keys: the Seller should provide all keys to the Selling agent (or sometimes it may be arranged for you to leave a spare set at the property for the Buyer to collect).

THE DAY BEFORE THE MOVE

- Clean empty and defrost your fridge.
- Wash and dry your dirty clothes.
- Make sure you have access to things you will need during the move, wallet, keys etc.
- Pack a box of things you will need as soon as you arrive at your new home ie. the kettle, mugs, cutlery, paper plates and plastic cups, tea, coffee, sugar, long life milk, breakfast items, garbage bags, toilet paper, bed sheets and pillows.

MOVING DAY

- Settlement Date: Balance of purchase price paid to the seller, title of the property is transferred to the Buyer. Rates and charges are adjusted between the Seller and the Buyer.
- Vacant Possession: Unless otherwise agreed the Seller's property is to be vacant at the time of Settlement, the Buyer can usually obtain the keys and take possession.
- Disconnect your phone, electricity and gas.
- Make sure that kids and pets are out of harm's way.
- Final Check:
 - Cupboards, underneath sinks, on top of cupboards, bathroom cabinets.
 - Tighten taps.
 - Turn off the power and water heater at the mains.
 - Put out the garbage and recycling bins.
 - Do a final walk through with the removalists.
 - Lock all doors and windows as you leave.