

Property Selling Checklist

House Selling Checklist

✓ Securing the Sale

- ☐ Engage a conveyancer (breezeconveyancing.com.au/)
 - ☐ Prepare a contract of sale
 - ☐ Arrange inspections or schedule an open house
 - ☐ Allow the potential buyer to conduct building and pest inspections
 - ☐ Locate the title deed or certificate of title (your bank will have this if your property is under mortgage)
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✓ Selling Your Property

- ☐ Hold an auction
or
 - ☐ Accept an offer
 - ☐ Sign the contract of sale (both you and the buyer)
 - ☐ Allow the buyer to arrange a pre-settlement inspection (if they choose)
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✓ Settlement Process

- ☐ Look out for an email prompting you to sign the Duties Online Settlement Statement

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- ☐ Sign the legal documents provided by your conveyancer
- ☐ Wait for the contract to become unconditional
- ☐ Wait for the final settlement to take place
- ☐ Receive the sale proceeds (funds)

Congratulations You've Sold the House! 🎉