












## SELLERS GUIDE

*A checklist to help you ensure your property settles smoothly:*

1. Continue to maintain your property in good, clean and tidy condition until settlement day. If it is vacant land, please ensure all Council and fire safety regulations are adhered to. 
2. Select a reputable Conveyancer that you trust. When evaluating quotes from conveyancers, ensure the total breakdown of fees and other costs are quoted, not just the professional fee. 
3. Advise the Real Estate Agent (where applicable) of the name, telephone number and email address of your Conveyancer. 
4. Sign and return any documents you receive from your Conveyancer as quickly as possible (e.g. authorities to act, or any other forms). A delay in returning documentation may result in the settlement being postponed to a later date. 
5. Have your ID ready. You are required to produce current and original proof of your identity. It is similar to the '100 points of ID' rule that applies when opening a new bank account – although the combination of documents you are required to provide will differ from what a bank requires. If you can produce a current driver's licence and valid passport that is ideal, however your Conveyancer can give you information on acceptable documents. 
6. You might be keen to pack your paperwork for moving, however please make sure that you have recent Council, SA Water, Emergency Services Levy or Revenue SA invoices for the property handy, as a minimum of two original copies will need to be provided to your Conveyancer prior to settlement to verify your authority to deal with the property. 
7. Advise the Real Estate Agent and Conveyancer of any change of address, email address, telephone number or other details you consider relevant between the signing of the Contract and the settlement date. 
8. Do you currently hold a Commonwealth Senior Health Card? If you do, you may actually be eligible to receive a Government Remission on your Emergency Services Levy for the property at settlement. This falls outside the scope of transferring the ownership of your property, so it is not something a Conveyancer can handle on your behalf, however if you hold this card, we recommend that you contact Revenue SA as soon as possible to provide them the relevant details to check if you are eligible to receive a remission at settlement. 
9. Prior to settlement you will receive a settlement statement from your Conveyancer. Check it carefully and if you have any queries, contact your Conveyancer immediately. Any queries regarding Real Estate Agent fees and/or commission need to be directed to your Agent. 
10. Contact your lender to discuss your discharge of mortgage (if applicable). 
11. Start packing. This is a great opportunity to de-clutter and donate items to those in need. 

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12. Organise for a removalist company to quote moving your belongings; or book a truck to move yourself.
13. Advise your gas, electricity and telephone provider of the date to undertake final meter reading and to close your account for these services.
14. Arrange for utilities to be connected at your new residence (if required).
15. Your house and property should be left clean and tidy for the Purchaser, except where you are selling vacant land. Ensure you have plenty of time to thoroughly clean (or for it to be professionally cleaned). It can often seem like a last minute job, however, there are many areas that need attention (e.g. inside cupboards, inside the oven, stovetop, bathrooms, skirting boards, marks on walls, cobwebs, gardens etc.)
16. Update your postal address with various entities (e.g. banks, subscriptions, drivers licence, insurance etc.) – consider setting up a mail redirection.
17. Arrange to be completely moved out of the property by 10.30am on the day of settlement and leave all keys with the agent (or other arranged place) by 10.30am on the settlement day.
18. Expect a call from your Conveyancer and/or Agent (where applicable) advising that settlement has been completed – your property has now SETTLED!
19. Cancel your house and public liability insurance policy once settlement has been completed.

Notes: