

## PATHWAY TO SELLING YOUR HOME!

Once you contact our office and ask us to act on your behalf, there is a clear pathway to ensure that your conveyancing transaction is smooth and stress free.

1.

### Getting Your House Ready For Sale

1. Declutter
2. Declutter again
3. Hide your personal items such as photos so that when a buyer walks through your home they can picture their own family living there

2.

### Meeting Your Legal And Sales Teams

1. Meet with us –
2. Receive and sign your costs agreement and disclosure and return it to our office
3. Pay your retainer to our firm – then the searches are ordered to prepare your contract
4. Find your own personal favorite Real Estate Agent. They will give you some other tips to get your home ready for sale.
5. Clean the house, mow the lawn it is photo time! Your Real Estate Agent will arrange a great time and day for photos of your home to be taken ready to upload to their website.

3.

### Let's Celebrate Buyer Found!

1. Buyer found, price agreed
  - Contracts exchange by either your agent (cooling off period ) or our office (immediately unconditional)
  - Contracts become unconditional after the cooling off period expires
2. Start packing
3. Book Removalist
4. Notify your service providers of the cancellation date for electricity, gas, phone, home and contents insurance
5. Mortgage documents received – [book an appointment to see us](#)
6. Sign your discharge of mortgage request with your bank or our office

4.

### Day Of Settlement

1. Purchaser will undertake a final pre-settlement inspection of your home to ensure that all the inclusions have been left and the property is vacant
2. Removalist truck packed
3. House cleaned and empty (including rubbish)
4. Leave alarm codes, remote controls, appliance manuals etc on the kitchen bench
5. Move out and leave the property
6. Deliver the keys and alarm code to your agent
7. Leave NBN box behind

**IF YOU HAVE ANY QUESTIONS  
FEEL FREE TO CONTACT US [HERE](#)**