



# SETTLEMENT CHECKLIST

The settlement process is complicated and involves many moving parts for the settlement to be successful.

A number of important changes take place on settlement day. These changes will occur between your conveyancer and the buyer's conveyancer.

It's important that you confirm the date and time for settlement to ensure you are ready and able to settle.

The following tips will help ensure the process is made easy for both you and the buyer:

- Once settlement occurs, the property must be vacant and all belongs, both inside and outside, removed (unless specified otherwise in the contract). Don't leave everything right up to the last minute, plan to leave the property on the morning of settlement.
- Remove all rubbish and make sure the wheely bins are empty. The buyers will probably have a lot of their own rubbish and will need the bins empty.
- Clean the house! No one wants to move into someone else's dirt or have to clean the house before they can start unpacking. Be kind and leave the house as you would expect to find it. Take special care to clean the bathroom/toilet, clean the over and inside all the cupboards, give the carpets a good vacuum. If you can't or don't have time to do this, maybe think about hiring a cleaning company to do this.
- Ensure the yard is left clean, tidy and the lawns are mowed. Unless it is agreed to in the contract, ensure all plants are left where they are and how they were when the contract was signed.
- Clean the pool and leave all pool equipment at the property. Unless it is specified in the contract, you cannot take the pool equipment with you.
- Remove anything that is not a fixed item from the property. Be sure to leave the TV wall brackets and all picture hooks in place.
- Unless specified in the contract, you must leave all remote controls for the air conditioners and garage doors.
- Leave any instruction manuals or appliance warranties you may have at the property. These are usually left in one of the kitchen drawers for the new owners.
- If there is anything you think the new owners should know about the property, maybe leave them a note to explain ie. We had a property where the TV aerial booster was powered by a light switch in the downstairs area. The new owners had turned this switch off and couldn't work out why the TV wasn't getting reception!
- The agent will normally hold the keys to the property for handing over to the buyer at settlement. Ensure you leave all remaining keys for the property at the property. It is normal to leave the balance of the keys/remotes in one of the kitchen drawers. Let your agent know where you will be leaving the keys/remotes so the buyers don't have to go hunting for them.

It's important to know that, as the sales agent, we cannot handover the keys to the property until we have BOTH settlement letters from the conveyancers authorising us to release the keys and the balance of deposit.

You may receive an email saying the property has settled but until both letter are received by the sales agent, we do not consider settlement has successfully occurred.

No funds can be released from our trust account until we receive both letter.