

## RESIDENTIAL HOME – SELLER’S CHECKLIST

*Selling your home? Let us look after the legals while you get growing on this list!*

Insurance	Cancel home insurance . (Remember to reinstate it if the contract doesn’t proceed!) Change contents insurance.	
Bank	Tell bank you’ve sold and request discharge of mortgage. Provide solicitor’s details to the bank.	
Keys	Arrange to give all keys and remotes to the agent by settlement.	
Deposit	Give bank account details to agent for payment of any surplus funds after payment of commission.	
Rates and Water Account	Tell solicitor if you receive rates and/or water accounts after the contract date.	
Disconnect Utilities	Organise to have utilities disconnected at old home including: <ul style="list-style-type: none"> <li>➤ Electricity</li> <li>➤ Telephone</li> <li>➤ Internet</li> <li>➤ Gas, if required.</li> </ul>	
Connect Utilities	Organise to have utilities connected at new home including: <ul style="list-style-type: none"> <li>➤ Electricity</li> <li>➤ Telephone</li> <li>➤ Internet</li> <li>➤ Gas, if required.</li> </ul>	
Cleaners – New Home	Book cleaners at new home prior to moving day.	
Removalists	Book removalists for moving day. Make sure all items are packed – including any pot plants or statues in the yard!	
Mail	Organise mail redirection.	
Update details	Update address details for: <ul style="list-style-type: none"> <li>➤ Electoral roll</li> <li>➤ Driver’s licence</li> <li>➤ Medicare</li> <li>➤ Private Health Insurance</li> <li>➤ Motor Vehicle Insurance</li> <li>➤ Healthcare providers – doctor, dentist etc</li> <li>➤ Mobile phone provider</li> <li>➤ Employer</li> <li>➤ Professional advisors – accountant, banker etc</li> <li>➤ Children’s school</li> <li>➤ Clubs and membership organisations.</li> </ul>	

