

SELLING CHECKLIST

- ☐ Engage Christolynn Conveyancing Services to help with all the legal work
- ☐ Complete our Vendor's initial information sheet and sign the agreement
- ☐ Christolynn Conveyancing Services will prepare your contract.
- ☐ Christolynn Conveyancing Services will provide your contract to your nominated agent.
- ☐ Agent will hold an auction Or conduct Open Home Inspections.
- ☐ Upon accepting an offer, the agent will require you to sign a Contract under a Cooling Off period OR they will send Christolynn Conveyancing Services the contract for you to sign under a solicitor/conveyancer exchange.
- ☐ Contact your bank and arrange for them to prepare a Discharge Of Mortgage. They will send you a Discharge Authority to sign.
- ☐ Provide Christolynn Conveyancing Services with a copy of the signed Discharge Authority.
- ☐ The purchasers will arrange a Final inspection with the agent.
- ☐ Prior to Settlement day Christolynn Conveyancing Services will speak to you about where you want your Nett Proceeds of Sale to be deposited.
- ☐ Christolynn Conveyancing Services will ring you once settlement has taken place and advise the agent that settlement has taken place.
- ☐ Congratulations you have sold your home!
- ☐ Christolynn Conveyancing Services will send you a Settlement Statement within seven (7) of settlement of your property.