



GERMEIN REED  
Lawyers • Conveyancers

## STEP BY STEP GUIDE WHEN SELLING YOUR PROPERTY

### Contract to Settlement

After you have signed the Contract to sell your property with your real estate agent you will need to do the following:

1. Continue to maintain your property in good, clean and tidy condition until settlement day. If vacant land, please ensure all Council and fire safety regulations are adhered to.
2. Advise the Agent of the name, telephone number and address of your Conveyancer.
3. We will contact you and arrange an appointment for you to come in and complete the Verification of Identity and sign the transfer documents and mortgage discharge authority from your bank, if the property is encumbered by a mortgage. If an appointment is not possible we will arrange alternative arrangements for signing of the documents.
4. Documents required at the appointment are:
  - Passport or Full Birth Certificate
  - Driver's Licence or Photo ID card
  - Medicare Card
  - Marriage Certificate (if name differs on any of the above documents)
  - Council Rates Notice (most recent) or utility bill for the property being sold
5. Two weeks before settlement:
  - arrange final readings, accounts or transfer of service for:  
Electricity  Gas  Telephone  Pay TV
  - Stop all automatic payments for:  
Electricity  Gas  Water
6. Cancel any insurance policies for the property from the day of settlement.
7. Arrange to be completely moved out of the property by 11am on the day of settlement, and leave all keys with the Agent (or other arranged place) by 12.00 noon on settlement day. Your house and property should be left clean and tidy for the Purchaser (not applicable for vacant land).
8. You will receive a telephone call from us on settlement day between 11am and 1pm advising your settlement has been completed.
9. Notify relevant organizations of your change of address. We will notify the local Council, SA Water, Emergency Services Levy and Land Tax of the change of ownership.
10. If you receive concessions, you will need to reapply for these for your new address.