



## Vendor's Conveyancing Checklist



- ❑ Contracts & Section 32 Statements prepared by Conveyancing Excellence
  - ❑ Contracts signed by both parties
  - ❑ Purchaser has paid full deposit monies to Real Estate Agent
  - ❑ Discharge Authority signed & returned to us to assist with deposit release process
  - ❑ Section 27 Statement received & returned to us to assist with deposit release process
  - ❑ Received On Line Duties Form from State Revenue Office via email and electronically signed it
  - ❑ Advised us of who to make balance of settlement monies payable to
  - ❑ Provided us with your contact details/address after settlement
  - ❑ Arranged cancellation of electricity, gas, telephone & mail services
  - ❑ Delivered property keys to your Real Estate Agent
  - ❑ Settlement Occurred
  - ❑ Settlement Monies deposited by your Lender/us
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- Please note that this checklist is for your assistance to provide a timeline of the process and the things you need to attend to throughout your sale. We have our own diary and checklist to help your file progress smoothly, but please familiarise yourself with the above and feel free to contact us should you have any queries.

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