

Selling a Property Checklist – Renovation

ADDRESS: _____

Contact Details					
	Company	Contact	Phone	Fax	Mobile
Legal representative					
Real estate agent					
Lender					
Photographer					
Quantity surveyor					
Artist					

General		
✓ Request vendor's statement (or equivalent) & blank contract from legal representative	<input type="checkbox"/>	/ /
✓ Ensure property is adequately furnished and immaculately presented	<input type="checkbox"/>	/ /
✓ Book quantity surveyor and request <i>Property Depreciation Report</i>	<input type="checkbox"/>	/ /
✓ Book photographer and request <i>Property Professional Photos</i>	<input type="checkbox"/>	/ /
✓ Book artist and request <i>Property Floor Plan</i>	<input type="checkbox"/>	/ /
✓ Order <i>Common Seal</i> for strata properties	<input type="checkbox"/>	/ /
✓ Receive <i>Property Depreciation Report</i> from Quantity Surveyor	<input type="checkbox"/>	/ /
✓ Receive <i>Property Professional Photos</i>	<input type="checkbox"/>	/ /
✓ Receive <i>Property Floor Plan</i> from artist	<input type="checkbox"/>	/ /
✓ Receive <i>Common Seal</i> from Printer	<input type="checkbox"/>	/ /

Interview Real Estate Agents		
✓ Create a list of real estate agencies that align with your property	<input type="checkbox"/>	/ /
✓ Book inspection times	<input type="checkbox"/>	/ /

Real Estate Agency Details			
Real estate agency	Real estate agent	Phone	Inspection time
✓ Complete Selling Agent Interview Checklist for each			<input type="checkbox"/> / /

Advising Real Estate Agents		
✓ Select the most appropriate real estate agent and engage	<input type="checkbox"/>	/ /
✓ Advise unsuccessful real estate agents, thanking them for their time	<input type="checkbox"/>	/ /
✓ Complete Property Marketing Details Checklist	<input type="checkbox"/>	/ /
✓ Provide the following to the real estate agent <input type="checkbox"/> Property marketing details <input type="checkbox"/> Property floor plan <input type="checkbox"/> Other plans <input type="checkbox"/> Property depreciation report <input type="checkbox"/> Property professional photos <input type="checkbox"/> Relevant keys		

Confirm Selling Details	
✓ Marketing price \$	✓ Lowest selling price \$

Selling a Property Checklist – Renovation

Legal Representative

✓ Advise legal representative of selected real estate agent	<input type="checkbox"/>	/	/
✓ Receive & sign vendor's statement & blank contract (do not sign contract)	<input type="checkbox"/>	/	/
✓ Provide vendor's statement and blank contract to real estate agent	<input type="checkbox"/>	/	/

On the Market

✓ Monitor property market, sales process and offers			
✓ Date next exit strategy to be implemented if not sold	/	/	<input type="checkbox"/>

Offer

✓ Negotiate terms and verbally agree on price	<input type="checkbox"/>	/	/
✓ Sign contract			
<input type="checkbox"/> Ensure latest version of contract signed	<input type="checkbox"/>	/	/
<input type="checkbox"/> Review every page for changes, notes, additions or initials	<input type="checkbox"/>	/	/
<input type="checkbox"/> Ensure purchaser has paid full deposit	<input type="checkbox"/>	/	/
Settlement date / / Noted: <input type="checkbox"/> Action list <input type="checkbox"/> Calendar			
Unconditional date / / Noted: <input type="checkbox"/> Action list <input type="checkbox"/> Calendar			
✓ Ensure legal representative receives a copy of the contract	<input type="checkbox"/>	/	/
✓ Contract unconditional (confirm with legal representative)	<input type="checkbox"/>	/	/

Unconditional Contract

✓ Remove furniture from property	<input type="checkbox"/>	/	/
✓ Document purchaser's details for future reference	<input type="checkbox"/>	/	/

Early Access Granted

✓ Ensure license agreement is signed (see legal representative)	<input type="checkbox"/>	/	/
✓ Disconnect services (see below)	<input type="checkbox"/>	/	/
✓ Have water changed into purchaser's name	<input type="checkbox"/>	/	/

Pre Settlement (approx 1 week before)

✓ Confirm with lender how and where funds are to be distributed	<input type="checkbox"/>	/	/
✓ Sign and return Transfer of Land form from legal representative	<input type="checkbox"/>	/	/
✓ Cancel services (arrange for 1 day after settlement)			
✓ Electricity	<input type="checkbox"/>	/	/
✓ Gas	<input type="checkbox"/>	/	/
✓ Organise builders clean for day before settlement	<input type="checkbox"/>	/	/
✓ Deliver keys, warranties, details to agent	<input type="checkbox"/>	/	/

Post Settlement

✓ Confirm with legal representative settlement took place	<input type="checkbox"/>	/	/
✓ Receive settlement funds in bank account	<input type="checkbox"/>	/	/
✓ Cancel insurance policy	<input type="checkbox"/>	/	/
✓ Send email to thank team <input type="checkbox"/> Agent <input type="checkbox"/> Legal representative <input type="checkbox"/> Lender <input type="checkbox"/> Others	<input type="checkbox"/>	/	/
✓ Complete settlement statement & enter into accounting system	<input type="checkbox"/>	/	/