



Selling a Property Guide

CONVEYANCER

SELLER

Starting Point

Find a Conveyancer to prepare a Contract for Sale

Real Estate Agent

Choose an agent
The property goes to market.

Selling your property

Agent negotiates with prospective purchasers.

Once you accept an offer

Agent sends out sales advice
Your Conveyancer will issue final Contracts to all parties

Exchange with a Cooling off period

Contracts will be exchanged usually with a cooling off period – the purchaser can rescind within this period but will forfeit .25% of the purchase price to you.

Unconditional Exchange of Contracts

The sale will now be unconditional
Lodge your Discharge of Mortgage with your bank

Prior to settlement

Cancel any direct debits for rates/ utilities on the property
Keep the property in the same condition it was in at the time of exchange. Purchasers will do a final inspection.
Settlement statements will be issued and loan payout confirmed.

Settlement Day

You will need to vacate the property prior to the settlement time. Settlement will take place electronically via PEXA.

After Settlement

Cancel any insurance, electricity, gas, internet and phone on the property. Council and Water will be transferred on settlement to the purchasers.