

TIPS FOR SELLERS

Selling your property can be a rather daunting exercise and we at Devon want to make it a smooth transaction for you. To assist us and in order for you to settle on time we suggest the following:-

1. **SIGN YOUR DISCHARGE OF MORTGAGE** for Bank or Building Society etc., as soon as possible
2. Should you have a caveat on your property please sign the authority to arrange for the withdrawal of caveat which we have sent you.
3. **HOUSE INSURANCE, TELSTRA, ALINTA GAS, WESTERN POWER** it is your responsibility to ensure all are advised that you will be selling this property at least four working days prior to settlement and inform them of your forwarding address. We will notify the Council, Office of State Revenue and Water Corporation of the change of ownership.
4. Please advise us of your **FORWARDING ADDRESS** and telephone number.
5. **WHITE ANT CLEARANCE**. If you require a Certificate this should be obtained promptly and we suggest you liaise with your Real Estate agent, or alternatively we can assist you in this matter.
6. **SIGN YOUR LAND TRANSFER** document at our office. If this is inconvenient we can make alternate arrangements. We shall advise you when this is ready for your signature. It is common practice to have the Buyer sign this document first.
7. As the Purchaser is contributing to the **SHIRE RATES** they would appreciate it if you would leave any unused tip passes in a prominent place when vacating.

We will arrange the following for you:-

1. Title searches
2. Preparation of the Land transfer and settlement statement
3. Notify the Shire, Water Corporate and the Land Tax Department in writing of change of ownership and arrange the apportionment of the rates and taxes. We will also them of your forwarding address.
4. Checking the State Taxation Department and the Strata Company (if applicable) to arrange apportionment of strata fees and advise change of ownership
5. We will arrange for the Water meter to be read to ensure water usage can be adjusted correctly.
6. If rates, taxes etc, have not been paid we will arrange for payment from your Settlement funds. If you wish to pay the outstanding rates prior to settlement please advise us to avoid the duplication of payment.

Your Real Estate Agent

Your representative will liaise with you so the keys to your home can be available for the Purchaser. If you are occupying the property the contract states you must vacate by 12 noon the

day after settlement and you are requested to abide by this time as the Purchaser, in most cases will have an appointment with a removalist.

It should be noted that you have until 12.00pm the day after your settlement to vacate the property, unless otherwise arranged with your real estate agent.

Summary

Time is of the essence with any contract but particularly so when buying or selling a property. We understand that this may be the first property you have sold and the procedures may be foreign to you. Please do not hesitate to telephone us, no matter how insignificant you may think the matter is, and we will do our utmost to assist.