



- Notify us of the sale and confirm that the contract has been signed.
- Tentatively book removalist for settlement date.
- Contact financial institution at least 14 days before settlement, which has a mortgage on the property (if applicable), to arrange for the preparation of a release of that mortgage and sign all necessary documents.
- Following receipt of our initial letter, return documents to us as requested with latest rates notice and, if applicable, evidence of payment of the rates, and advise us of any matters raised in the letter.
- Following receipt of our letter forwarding transfer documents, arrange for documents to be signed in the presence of a Justice of the Peace or Commissioner for Declarations and then return the documents to us as soon as possible or arrange an appointment with us to have the documents signed and witnessed.
- Approximately one week before settlement contact:
 - Telstra;
 - Ergon Energy, Energex or other electricity board; and
 - Gas company (if applicable)
 to arrange changeover on settlement date.
- Arrange for re-direction of mail to new address, if applicable.
- Approximately four days before settlement, contact agent to check whether buyer is conducting a final inspection on the morning of settlement and arrange access and time for inspection.
- Notify the following in relation to new address and contact details:
 - State/Commonwealth Electoral Offices;
 - Post Office;
 - Delivery people;
 - Family, friends and others;
 - Banks, share registries, building societies, insurance companies (life, vehicle, general);
 - Other relevant bodies concerning credit cards, social welfare payments, subscriptions, club membership, vehicle registration/driver's licence, tenants of investment properties.
- Approximately three days before settlement, contact us to advise:
 - If buyer is conducting a final inspection on morning of settlement;
 - Of your new forwarding address and telephone number;
 - Of a contact telephone number on the day of settlement, in case there are any hitches;
 - Details of any account into which balance of settlement funds are to be deposited;
 - Of the current water meter reading (to enable us to complete settlement figures);
 and to generally check on how your sale is progressing.
- Once we have contacted you to confirm settlement figures and time and date of settlement, contact removalists to confirm time and date.
- On or before the morning of settlement, provide the real estate agent with all keys to the property. Please ensure we have a contact phone number for you on the day of settlement.
- Move out.
- Collect cheques once notified by us that settlement has occurred.
- If relevant, cancel any insurance on the property and, if applicable, arrange for house and contents insurance on new property.

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