



VENDOR CHECKLIST

- Provide all information about the property to your conveyancer for preparation of the Section 32/Vendor's Statement including:
 - Details of any building works in the past seven years permitted and not permitted
 - Details of all rates and outgoings
 - Details of any Notices received
 - Details of any Orders on the property
 - Details of your Mortgagee and loan account number/s
 - Details of services and service providers.
- Sign all documentation and return promptly to your Conveyancer.
- Advise your Conveyancer of any changes in your circumstances, eg phone numbers, address.
- Advise your Conveyancer of any agreed change in settlement date.
- Arrange disconnection of telephone, gas, electricity.
- Redirect your mail.
- Advise electoral role of change of address.

Linda Furneaux Managing Director
25 years Experience, Knowledge and Expertise
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