

**To keep things on track Land & Property Conveyancing Melbourne has combined the following checklist for your convenience.**

**Provide our office with**

- Council and water authority rates notice and any land tax notices
  - Building approvals
  - Certificate of occupancy
  - Building warranty insurance
  - Any lease affecting the property
  - Any notices or orders which affect the property
  - Property title
- Once sold, sign discharge of mortgage and section 27 statement to enable settlement to progress in a timely manner
- Tentatively book removalists for settlement day
- Sign transfer of land and statement of goods documents in the presence of any person over the age of 18 and return to our office
- Approximately one week before settlement, contact: telephony provider, electricity company and gas company to arrange changeover on settlement date

**Notify the following in relation to new address and contact details**

- Post office
- Family, friends and employer
- Banks and insurance companies (life, vehicle, general)
- Other relevant bodies concerning credit cards, social welfare payments, subscriptions, club memberships, drivers license, tenants of investment properties

**Approximately three days before settlement, contact us to advise**

- Of your new forwarding address
- Details of any account into which balance of settlement funds are to be deposited
- Once we have contacted you to confirm settlement figures and time and date of settlement, contact removalists to confirm booking schedule
- On or before the morning of settlement, provide the real estate agent with all keys to the property
- Arrange house and/or contents insurance cancellation or transfer
- Collect cheques once notified by us that settlement has occurred
- Collect keys from agent once settlement has been finalised
- If not already done, arrange and pay for household and contents insurance