



# Your guide to selling a property



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This guide is designed to help empower you through this sometimes stressful process so that you can be informed during each step along the way.

## Pre - Market

So you're looking to sell your property. Congratulations, this is an important time in your life. It can be exciting and daunting all at the same time, however, we're here to make this process as simple and smooth as possible for you.

- ☐ Check in with a mortgage broker to get the finance ball rolling to buy your next home
- ☐ Do you know what your property is worth? have a look at recent sales information online
- ☐ Start tidying up, getting gardens ready and attend to any maintenance before listing

## Interviewing an agent

Picking the right agent is key to having a successful sales campaign. If you're unsure who to appoint, we recommend having a few agents look at your property. Ask them to provide you with a report outlining the current market conditions, comparable sales evidence, and their estimated selling price. unless your home is very unique, there will always be comparable sales evidence to support the agent.

- ☐ Has the agent spoken to any buyers recently that may be interested in your home
- ☐ What are their commission rates? remember you often pay for what you get
- ☐ Have you decided what is included and excluded from the sale?
- ☐ Consider getting professional photography
- ☐ For higher end properties, consider having the property professionally staged

## On the market

Now that your property is actively being marketed for sale, the agent will need to bring buyers through. They will do this either via an open home where anyone from the public can walk through at a specified time (usually on a weekend) or via private inspection.

- ☐ This can be a stressful time trying to keep the house looking its best
- ☐ Most buyers will make an offer by their 2nd inspection
- ☐ When you receive offers, take your time to negotiate and get the best result for you
- ☐ Buyers may get a pest and/or building inspection done. The agent will be present for these



## Contracts

YAY! you have accepted an offer (hopefully without too much back and forth) and the agreement will be formalised in the Contract of Sale. This is where the Conveyancers step in and guide you through handing over the keys to your home.

- ☐ You will need to have your identity verified at Australia Post. Get those ID docs ready
- ☐ Communicate your agreed offer with your Conveyancer to get the ball rolling
- ☐ They will finalise the contract and provide you with personalised advice around its contents
- ☐ The buyer will pay the agreed deposit to the agents trust account when they sign
- ☐ Most buyers need finance approval. A bank valuation will be done after contracts are signed
- ☐ Let your mortgage broker know that you've had an offer accepted & follow up any outstanding documents they need to get your next loan approved ASAP

## Unconditional

A lot has been happening behind the scenes and now is when the contract goes unconditional. This is when the buyer is locked in and can no longer back out of the purchase without serious penalty. It's also exciting because you're that bit closer to settlement.

- ☐ Make sure you double check the date that settlement is taking place
- ☐ We strongly recommend taking out insurance over the property from now
- ☐ Start packing and consider booking in a removalist

## Pre-settlement

In the final weeks before the settlement date, your Conveyancer will be in contact with you to get things lined up.

- ☐ They will provide you a statement of account showing any adjustments that will be paid
- ☐ The buyer will have a pre-settlement inspection with the agent to check everything is ok
- ☐ Make sure you disconnect your electricity, gas, water, internet etc when you move out

## Settlement

The big day has finally arrived. The legal representatives and your bank will work together to get property ownership transferred from you while you're out living life.

- ☐ Your Conveyancer will contact you once settlement has taken place
- ☐ If there are any surplus funds, they will appear in your bank account within 3 business days
- ☐ Go out for dinner & celebrate









## Post-settlement checklist

- ☐ Consider a mail redirection via Australia Post (6 months recommended)
- ☐ Contact your insurance providers to update your details
- ☐ Change your address through VicRoads
- ☐ Cancel/transfer any utilities, internet, pay TV etc
- ☐ Contact your bank to update your details
- ☐ Consider updating your Will
- ☐ Update your pet registration
- ☐ Update your details on the electoral roll
- ☐ Check any delivery services/online shopping are updated to the new address



