



VENDOR CHECKLIST

- Appoint real estate agent.
- Provide all relevant information about the property for sale to your conveyancer for preparation of the Section 32 Vendor's Statement. Please be sure to include details of:
 - Any Building works undertaken in the past seven years
 - All rates and outgoings
 - Any Notices received
 - Any Orders outstanding on the property
 - Whether the property is being sold with vacant possession or subject to a lease
 - Your Mortgagee and loan account number (if any)
 - Whether the services are available and/or connected to the property and service providers
 - Details of Owners Corporation (if any)
- Once the property is sold and contract signed, your conveyancer will prepare all relevant paperwork. Please sign all documentation and return promptly to your conveyancer.
- Advise your Mortgagee of the sale.
- Advise your conveyancer of any changes in your circumstances, e.g. telephone numbers, address etc.
- Arrange disconnection of telephone, gas, electricity and redirect your mail

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