



GREENHILLS CONVEYANCING

Licensee:
Greenhills Conveyancing Pty Ltd
ABN 30 160 821 723
Licence No. 05001309

Licensed Property Conveyancers
Est. 2005

Licensed Conveyancer and Principal:
Christine Jones JP - Lic No. 1318634

Selling Your Property

Listing your Property

- Have you listed the property with an agent
- Have you authorized the disclosure documents to be ordered and a contract to be prepared
- Have you provided your conveyancer with a list of inclusions and exclusions
- Have you provided your conveyancer with information about alterations/additions, building work or affections relating to the property
- Have you provided your conveyancer with a swimming pool registration certificate and compliance certificate?
- Have you provided your conveyancer with your loan number and mortgagee/broker details
- Have you considered the tax implications of the sale – Capital Gains Tax & GST (if applicable)
- Have you completed your Verification of Identity with your conveyancer
- Have you arranged to sign the contract

Sold Property

- Have you signed a discharge authority with your mortgagee and provided a copy to your conveyancer?
- Have you authorized your conveyancer to settle
- Have you checked the settlement figures, payout figures and conveyancer's account
- Have you provided your conveyancer with your account details to deposit surplus funds into

Settlement & Moving

- Have you organized a removalist truck
- Have you advised your conveyancer of your new contact details
- Have you cancelled or transferred your house and contents insurance
- Have you redirected your mail
- Have you stopped any direct debits for water, council and other payments relating to the property

Changing your Address

Have you changed your address on your:

- License
- Registration
- Insurance policies eg car, house & contents, bike, boat, caravan, life, etc.
- Mobile phone accounts
- Centrelink – pension, invalid, family allowance etc.
- Bank, building society, credit union finance company, credit card companies
- Super funds
- Schools, universities or TAFE
- Electoral roll
- Any hire purchase or rental companies
- Your accountant, broker or financial adviser, solicitor
- Your employer
- Your doctor and dentist
- Medicare and/or any private health funds
- Social & sporting clubs
- Subscription companies for magazines
- Cancel any deliveries, newspaper, milk, green grocer
- Any pets that are micro-chipped