



# GREENHILLS CONVEYANCING

Certified Practising Conveyancers

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

Est. 2005

Licensed Conveyancers:  
Christine Jones JP - Lic No. 1318634  
Kylie Greenwood JP - Lic No. 1437321  
Ebony Draffin JP - Lic No. 05001353

## 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 located your Title Deeds
- 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 and GST (if applicable)
- Have you arranged to sign the contract

## Sold Property

- Have you signed a discharge authority with your mortgagee
- 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

## 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

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Winner Business Services Award – 2007, Finalists 2006, 2008 & 2010  
2008 & 2010 Business Woman of the Year – 2009 Home Based Business of the Year – Hunter Region Business Excellence Awards