

PARKVIEW LEGAL



CONVEYANCING SELLERS CHECKLIST

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ARRANGE AN AGENT & LAWYER

- ☐ Speak to your trusted real estate agent about selling your property
- ☐ Complete the client intake form on www.parkviewlegal.com.au and send a copy of your council notice to us via email so we can prepare the contract

BEGIN SELLING

- ☐ The agent will arrange inspections and open-houses to market your property
- ☐ Either; hold an auction or accept a purchasers offer
- ☐ Contracts are exchanged and unconditional

SETTLEMENT

- ☐ Complete your WebVoi request and sign your client authorisation form
- ☐ If relevant, provide your bank with a discharge of mortgage form and finalise your finances to prepare for settlement
- ☐ If relevant, provide Parkview Legal with your account details so that any surplus funds can be transferred to that account
- ☐ Settlement takes place

