



THE CONVEYANCING TEAM

Victorian seller checklist

A practical guide for contract preparation through to settlement. Tick each item, then use page 2 for details and notes.

Use this checklist to gather the information commonly required to prepare a Victorian Contract of Sale and Section 32 and progress an eligible individual-client sale. Richard will confirm what applies to your property and circumstances.

1. Documents to provide

- ☐ The most recent council rates notice and water bill, plus any land tax bill.
- ☐ Mortgage and lender details, including whether the loan will be discharged.
- ☐ Owners corporation information and manager contact details, if applicable.
- ☐ Any lease, tenancy agreement, notices or disputes affecting the property.

2. Property information

- ☐ Details of building work, renovations, permits, warranties and owner-builder work.
- ☐ Any notices from a council, authority, owners corporation or neighbour.
- ☐ Items included or excluded from the sale.
- ☐ Your preferred settlement date and the estate agent's contact details.
- ☐ Tell Richard if any supplied information changes before the contract is signed.

3. After the property is sold

- ☐ Send the complete signed contract to Richard immediately.
- ☐ Record deposit, finance, special-condition and settlement dates.
- ☐ Complete your lender's discharge authority as soon as requested.
- ☐ Each Australian tax-resident seller should apply early for their own ATO clearance certificate.
- ☐ Arrange keys, access and the final inspection with the estate agent.

Linked sale and purchase

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| ☐ Confirm whether you are selling the home you currently live in. | ☐ If the dates differ, provide both settlement dates and identify which property settles first. |
| ☐ Tell Richard whether you are buying, or have already bought, another property. | ☐ Confirm whether The Conveyancing Team will also act for you on the purchase. |
| ☐ Confirm whether the sale and purchase are intended to settle on the same day. | |



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Seller notes

Type into the fields below, save a copy, and send it to Richard when requested.

Property information, questions and other notes

Record anything Richard should know, including building work, notices, owners corporation or tenancy matters, inclusions, linked settlement arrangements and questions requiring advice.

Do not enter names, addresses, contact details, identity information, banking information or other personal information.

Official information: [ATO clearance certificate](#) | [Consumer Affairs Victoria](#)

Important: This checklist provides general information only. It is not a substitute for advice about your contract or circumstances. Contract terms and deadlines vary. Contact Richard before signing or bidding. Completing this checklist or making an enquiry does not create a conveyancer-client relationship; engagement is confirmed separately in writing.