

SELLERS CHECKLIST

	Myself	Expert	Local Rep
Preparing to sell			
• Register with Propertyvisa	✓		✓
• Set your sale price	✓	✓	
• Choose a which package you want			
• Standard	✓		✓
• Premium	✓		✓
• Select other services you need			
• Photographer	✓		✓
• Larger for sale board	✓		✓
• Conveyancer	✓	✓	
• House open arrangements	✓		✓
• Gardeners and other services	✓	✓	
• Prepare a contract for sale	✓	✓	
Place property on the market			
• Upload and update your property detail	✓		✓
• Prepare for buyers to inspect	✓		
• Set your schedule using the on-line calendar	✓		
• Check message and accept appointments	✓		
• Check sellers guide for tips	✓		✓
• Review offers and negotiate the price	✓	✓	
• Appoint conveyancers	✓		
Exchange Contracts			
• Sign a contract of sale	✓	✓	✓
• Conveyancing begins	✓	✓	
Settlement			
• Receive monies	✓	✓	
• Transfer of legal ownership	✓	✓	
• Hand over keys	✓	✓	✓
• Disconnect utilities			
• Pay commission to real estate agent	✓	✓	✓