

Checklist: Countdown to settlement for sellers

When you've signed the sale and purchase agreement:

Tell your bank or lender.	Lawyer / conveyancer
Look for a moving company.	Seller
Meet any outstanding conditions and make sure all chattels, such as appliances, are working.	Seller
Make arrangements for any repairs and maintenance that were agreed.	Seller

When the sale and purchase agreement becomes unconditional:

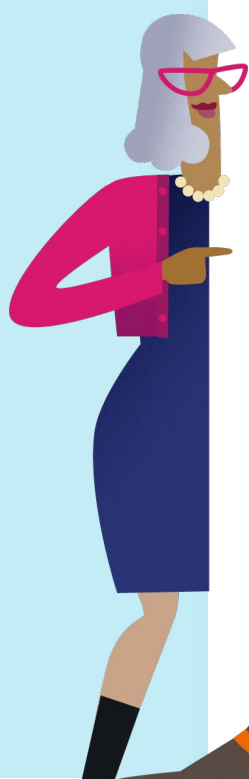
Receive deposit from purchaser.	Agent
Book a moving company, confirming the date of the move and get some boxes for packing.	Seller
Make travel arrangements if moving out of town.	Seller
If you have children or pets, make arrangements for them for moving day.	Seller
Agree a date and time for the buyer to do their pre-settlement inspection (through the real estate agent).	Agent

About three weeks before:

Arrange new broadband, phone etc.	Seller
Arrange for the house insurance to stop on settlement day.	Seller

About two weeks before:

The settlement statement is prepared.	Lawyer / conveyancer
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Order a water meter reading (if you are on metered water).	Lawyer / conveyancer
Redirect mail and change any regular contracts e.g. lawn mowing, rubbish collection etc.	Seller
Cancel any automatic payments for rates, or body corporate fees.	Seller
If you have any goods on hire purchase, talk to the hire purchase company so they know you are moving to a different address. If some goods on hire purchase are being sold with the house, they will need to be repaid in full before settlement.	Seller
Unit title property owners must have a copy of all insurance policies held by the body corporate and the Section 36 certificate at least 5 working days before settlement. Contact your body corporate to arrange.	Lawyer / conveyancer and seller

About one week before:

Arrange insurance for the house you are moving into.	Seller
Notify change of address to friends, relatives and different organisations you deal with e.g. IRD, Land Transport Agency, your bank etc.	Seller
Confirm arrangements with the moving company.	Seller
Ensure you have insurance for your home contents while you move.	Seller
Separate valuables and things you may want straight away on moving day (e.g. jug, coffee mugs etc.) and put them aside to take yourself.	Seller
Confirm arrangements for children and pets.	Seller

The day before:

Ensure all the keys to exterior doors, window locks, garage door openers are ready for the new owners. They will need instructions for any security alarms too..	Seller
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On the day

Read the power and/or gas meters and advise your power companies of readings.	Seller
Money received from buyer's lawyer.	Lawyer / conveyancer



Mortgage repaid if applicable.

Lawyer / conveyancer
and lender

Keys handed over to new owner.

Agent / Lawyer

Move out of the property and ensure that any rubbish and chattels not included in the agreement are removed and the property is in the same condition as when the agreement was signed.

Seller

Check the agreement for any additional cleaning requirements.

Seller

Ownership of property transferred to buyer at LINZ.

Lawyer / conveyancer

After settlement

Payment of water and general rates.

Lawyer / conveyancer

Local authority notified of the sale .

Lawyer / conveyancer

