



**Now that your contract is unconditional, it is time to prepare for your settlement day!  
Please see the Checklist below which should be used in conjunction with the Moving House Checklist**



## Settlement for Owner Occupiers

- **Contact your current utilities provider (Electricity, phone, internet, gas etc) and let them know that you are moving, and tell them your settlement date. They will disconnect your service from the house you are moving out from, and you can negotiate a deal for your new house to ensure that it is connected for when you settle on the property.**
- **Contact a removalist**
- **Email your Property Manager (if you are a tenant) and inform them. Make sure that you adhere to the minimum notice requirements.**
- **Obtain boxes (either from a Storage Company or from local businesses like Bunnings) and start packing.**
- **Complete all the paperwork from your Financier and your Solicitor/Conveyancer. This will ensure your finance and solicitors have all that they need to complete the settlement without delay.**
- **Contact Sales Agent to book a time to collect the Keys/Remote Controls for your new home.**



## Settlement for Property Investors/Landlord

- **Complete all the paperwork from your Financier and your Solicitor/Conveyancer. This will ensure your finance and solicitors have all that they need to complete the settlement without delay.**
- **Contact a Property Manager and interview them to ensure you find the one that will look after your property well.**
- **Sign Form 6 Management Agreement with your Property Manager, and ensure that a Tenant is sourced (if not already tenanted) as soon as possible so that you can minimise the property being vacant.**
- **Contact the Sales Agent to arrange a pre-settlement inspection.**