

# Seller Checklist

Every successful property sale is made up of many steps along the way. Sometimes the process can seem stressful and overwhelming – However, if you know what to expect there's no reason to worry. To make your life easier, use our **Seller Checklist** below for your property.



1



Online Webform

2



Verification of Identity (VOI)

3



Discharge of Mortgage

4



CGT Clearance Certificate

(if applicable)

5



Provide recent copy of Council Rates, Water, Body Corporate Invocies

(if applicable)

6



Shortfall funds

(if applicable)

## MAKE SURE YOU HAVE COMPLETED EACH OF THESE STEPS

## WHEN

### Online Webform

Link can be found in our Welcome email – “**Click Here to get Started**”

**ASAP**

### Verification of Identity (VOI)

Livesign link sent to your registered email address and mobile number

**ASAP**

### Discharge of Mortgage

**ASAP**

### CGT Clearance Certificate

**ASAP**

Provide copy of your latest **Council Rates, Water and Body Corporate Invoice**  
(If applicable)

**At Due Date**

**Shortfall Funds** with the bank or Conveyancing.com.au Trust Account (If applicable)

**2 weeks prior to settlement**

### Move and disconnect your services

Property Helper have an ever-expanding list of Australian service providers so you can find an offer that suits you. [Click here](#) to get your obligation-free quote!

**2 weeks prior to settlement**

Now you're ready for settlement!

**conveyancing**.com.au