

**Gallie Miles**

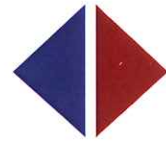
— LAWYERS —

The Rural & Commercial Law Experts

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Partners: Valerie Mackay, Kirsty McDonald, Linda Miles

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— LAWYERS —

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## Seller's Checklist



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**This checklist is designed to help you as the vendor achieve a smooth trouble-free sale and maximise the value of your property.**

#### **WHEN YOU ARE LISTING YOUR PROPERTY FOR SALE:**

- is your property well presented?
- have you independently assessed the market value of your property?
- have you chosen the Agent(s) to market your property, and indicated on what terms?
- have you talked to the Agent about small improvements to your property to maximise your sale potential?
- have you agreed terms and checked the Agent's listing authority before signing?
- if marketing the property privately, are you fully prepared?
- have you made all relevant disclosure about the property?
- does your Agent have your lawyer's details?
- if the property is owned by a Trust, have you informed your independent trustee of the sale listing?

#### **WHEN YOU ARE PRESENTED WITH AN OFFER:**

- before you accept the offer or go back to the purchaser with a counter-offer, has your lawyer checked the terms and conditions on your behalf?
- are all of the owners (including any independent trustee) available to sign the offer and subsequent transfer documents?
- does your Bank need to consent to the sale before the offer is accepted? Is the purchase price enough to pay off your mortgage?
- is the property tenanted? If so, have you considered the notice required to be given?

#### **WHEN THE AGREEMENT IS SIGNED BY ALL THE PARTIES:**

- make sure your lawyer receives a copy of your Agreement at the earliest opportunity so that they can work with you.
- once the Agreement is unconditional, your lawyer will arrange for a discharge of mortgage from your Bank, prepare the settlement statement, see you to sign the transfer documents, and generally work with you to ensure that the sale proceeds smoothly.

#### **THINGS TO CONSIDER BEFORE SETTLEMENT:**

- cancel any automatic payments for rates.
- re-direct / cancel newspaper delivery.
- arrange postal re-direction (this automatically corrects the Electoral Roll).
- cancel property insurance.
- cancel telephone line rental or arrange for it to be transferred to your new address.
- arrange final power and gas meter readings.
- arrange final water meter reading (if you have one). Your Solicitor will usually do this as part of the sale process.
- cancel any regular contracts, eg: lawn mowing, rubbish collection etc.
- cancel any security monitoring contract.
- obtain the consent of any hire purchase company in respect of any goods on hire purchase which will be moved to a different address. If some goods on hire purchase are being sold with the house, they will need to be repaid in full at settlement.
- notify change of address to friends, relatives and all companies with which you have an account. Consider in particular:
  - IRD
  - Local Authority for Dog Registration (your Solicitor will notify the Council in relation to rates).
  - Land Transport Agency for motor vehicle registration and driving licence registration.
  - Your bank.
  - Your insurance company.
  - Any companies with which you have investments.
  - SKY Television.
  - Magazine subscriptions.
  - Police, if you have a firearms licence.
  - AA Membership.
  - Your internet provider.
  - Your Doctor/Dentist.
  - Clubs.
- leave all keys for the new purchaser. Remember to collect any spares from family and friends.
- ensure that the house, including chattels, is left in the same condition as when the purchaser first inspected the property.