

Property Owner Settlement Checklist

Prepare the property, paperwork and handover before settlement.



Best timing:

Start one to two weeks before settlement and complete the final handover items on moving day.

BEFORE SETTLEMENT

- ☐ Confirm the settlement date and expected key handover time.
- ☐ Check with your conveyancer or solicitor that documents and signatures are complete.
- ☐ Complete repairs, inclusions or special conditions agreed in the contract.
- ☐ Arrange removalists, cleaners and any required trades.
- ☐ Organise final utility readings or account closures where required.
- ☐ Update your forwarding address.

PREPARE THE PROPERTY

- ☐ Remove personal belongings, furniture and rubbish unless included in the sale.
- ☐ Leave the property reasonably clean and tidy.
- ☐ Empty cupboards, sheds, garages, storage areas and outdoor spaces.
- ☐ Mow lawns, tidy gardens and leave bins empty where practical.
- ☐ Leave all included appliances, fixtures and fittings at the property.
- ☐ Do not remove anything listed as an inclusion in the contract.

KEYS & ACCESS

- ☐ Gather house keys, window keys and mailbox keys.
- ☐ Collect garage remotes, gate remotes and access fobs.
- ☐ Label keys and remotes clearly.
- ☐ Include alarm, intercom or smart-lock instructions where applicable.

FINAL CHECKS

- ☐ Confirm lights, taps, toilets, hot water and included appliances are operating.
- ☐ Check windows and doors open, close and lock.
- ☐ Look for new leaks, damage or issues since exchange.
- ☐ Make sure agreed repairs are complete and keep receipts if requested.
- ☐ Take final meter readings and photographs.
- ☐ Photograph the property's general condition before leaving.

HANDOVER INFORMATION

- ☐ Leave appliance manuals, warranties and service records where available.
- ☐ Provide pool, solar, security, irrigation or smart-home instructions if relevant.
- ☐ Leave strata, community or building access information where appropriate.
- ☐ Provide details for ongoing services that transfer with the property.
- ☐ Advise the agent of any last-minute access or handover information.

ON SETTLEMENT DAY

- ☐ Complete a final walk-through before leaving.
- ☐ Turn off unnecessary lights, heating and cooling.
- ☐ Secure doors, windows, gates, sheds and garages.
- ☐ Deliver keys, remotes and access devices as arranged.
- ☐ Confirm with your conveyancer or solicitor when settlement is complete.
- ☐ Keep copies of settlement documents, final readings and photos.

IMPORTANT

Do not remove fixtures or make last-minute changes without checking the contract. If damage occurs or a repair is incomplete, contact your agent and legal representative promptly.