

Sale and Purchase
Projected Expenses:

Notes:

Selling...

Property Sale Price	\$	
Property Maintenance	\$	
Agent's fee	\$	
Solicitor's fee	\$	
Moving Costs	\$	
Bank Charges	\$	
Disconnections	\$	
Miscellaneous	\$	
Total Cost of Sale	\$	

Buying...

Property Purchase Price	\$	
RealTeam's Fee	\$	
Solicitor's fee	\$	
Building & Pest Reports	\$	
Connections	\$	
Miscellaneous	\$	
Total Cost of Buying	\$	

Summary...

Selling	\$	
Buying	\$	
Total Outlay/Return	\$	



Getting Ready
for Your Move...



Preparing for Your Move...

To assist you in the organisation of your move, we have developed a checklist of things to do in preparation for the big day so that your move is as smooth and trouble-free as possible!

The Month Leading up

- Select a definite date for moving
- Select a removal company (or truck hire etc)
- Recruit friends and family members to help on the big day
- Keep a list of incoming mail and notify change of address of any subscriptions
- Advise friends and relatives of your move
- Prepare an inventory of everything and store it with your valuables
- Plan how and when to pack your belongings
- Begin collecting large, sturdy cardboard boxes for items you wish to pack yourself
- Have a thorough clean-out. Don't forget the shed and garage.
- Begin to run down supplies of frozen and perishable foods
- Check that large appliances will fit in your new home; make a list of everything you won't take. Give away or advertise these items for sale
- Advise your children's school/kindergarten of your impending move
- Collect family's dental and medical records, letters of introduction, and children's school records
- Transfer Centrelink benefits
- If renting, advise your current landlord

The Week Leading up

- Return borrowed items to neighbours, family, or friends
- Cancel Newspaper (and any other) delivery
- Collect any outstanding items e.g. dry cleaning, shoe repairs, lay-bys
- Return library books, CDs etc

The Day Before

- Defrost fridge and freezer and remove food – wash interior of fridge
- Wash and dry any dirty laundry
- Take down curtains, Venetians and other window fittings and light fittings, unless they are to remain in the house
- Prepare any items that require dismantling e.g. trampoline, garden furniture etc.
- Empty inside rubbish bins

Moving Day!

It is customary for the Vendor to vacate the property by 12 noon on the day of settlement. So arrange to access your new home after 12 noon on the nominated settlement day.

- Consider carrying with you the essential things you will need when you first arrive
- Carry all valuables and important papers with you
- Tighten all taps
- Turn off and drain water heater
- Check gas, electric switches and lights
- If you are selling, leave keys & remotes in the 2nd drawer in the kitchen
- Double check that nothing has been left behind
- Lock all doors and windows

Contacts Checklist...

You may consider notifying the following of your moving date, and your new address:

- Family and Friends
- Clubs and Community Groups
 - Church
 - Community Service club/s
 - Sports clubs
 - Children's extracurricular activities i.e. Ballet, Scouts etc.
- Employer & professional bodies
- Financial institutions
 - Banks and Credit Unions
 - Credit Cards
 - Personal Loans
 - Share / Investments
 - Leases
- Government
 - Australian Electoral Office
 - Australian Taxation Office
 - Vehicle Registration
 - Child Endowment
 - Drivers Licence
 - Professional registrations
- Home Services
 - Cleaning
 - Gardening
 - Lawn Mowing
 - Pool maintenance
 - Home Security
 - Bottled water delivery

- Insurances
 - Car Insurance
 - Health Insurance
 - Household Insurance
 - Life Insurance
- Schools and Tertiary Institutions
- Services and Providers
 - Accountant
 - Housecleaner / Gardener
 - Healthcare
 - Mobile Phones
 - Motoring Organisation
 - Retailers where you have charge card or rental accounts
- Subscriptions – magazines, newspapers etc
- Utilities – see Direct Connect service brochure
 - Water
 - Gas and Electricity
 - Internet Service Provider
 - Telephones
 - Cable TV
 - Local Council
 - Post Office (redirect mail etc)

Packing Tips...

- Take the time to choose the right packing boxes for the job. Heavy items like books are best packed into smaller boxes, while linen and kitchenware can be packed into bigger boxes.
- Begin packing a few days before the move. Start in areas such as the dining room or study where items are not in constant use.
- When packing items from the garden, shed or workshop, don't forget to drain the fuel from heaters, lamps, lawn mowers or outboard motors.
- Resist packing breakables such as ornaments or perfumes, in drawers