

SELLING CHECKLIST

1 Select an independent estate agent (such as Cerro Novo!) that carries and promotes their AMI license number. (Cerro Novo is AMI 860).

2 Obtain a satisfactory valuation. Cerro Novo will do this for you, normally within a couple of days.

3 Select an exclusive or non-exclusive agency agreement and leave keys, codes and any rental 'blackout' dates with the agent.

4 Choose an appropriate marketing package to ensure maximum visibility of your property. Cerro Novo will advise.

5 Instruct an independent and registered Lawyer and leave a Power of Attorney if you'll be away from the property for any period of time.

6 Ensure that the property is pristine for photographs and viewings. Fix any visible problems (such as leaks) before marketing the property.

7 Check-in regularly to your own 'member zone' on the Cerro Novo site to understand marketing and viewing feedback.

8 Decide upon flexibility to market price. When offers emerge, be ready to Accept, Decline or enter into negotiations.

9 Your Lawyer will need assurance that all bills, fees, charges and fines will be paid up to date at Completion.

10 Once all parties are happy, the sale will move to Promissory contract where both parties become legally bound. 50% of Estate Agent fees are paid at this time.

11 Just before Completion, Cerro Novo will take all meter readings. Upon completion it is essential that all keys, codes, security contacts and other salient information is handed to the agent. Final Estate Agent fees are paid at the point of Completion.

12 Utility handovers to new owners are complete or in process. Your Sale is now legally complete.