



■ Seller's Guide



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Seller's Checklist



Engage a conveyancer

Your conveyancer will help you manage the milestones in your contract of sale and guide you all the way to settlement, making sure your interests are protected along the way.



Discharge your mortgage

If there is a mortgage on the property you are selling, this will have to be discharged prior to settlement. Contact your bank to start the process.



Talk to your tax advisor

If you are selling an investment property, or the property is not your principle place of residence, capital gains tax may apply to your sale. Seek advice from a professional tax advisor.



Apply for an ATO clearance certificate

All sellers need to have an ATO clearance certificate prior to settlement or 15% of the sale proceeds will be remitted to the ATO. Apply here: www.ato.gov.au/single-page-applications/frwt-certificate



Once your contract is unconditional

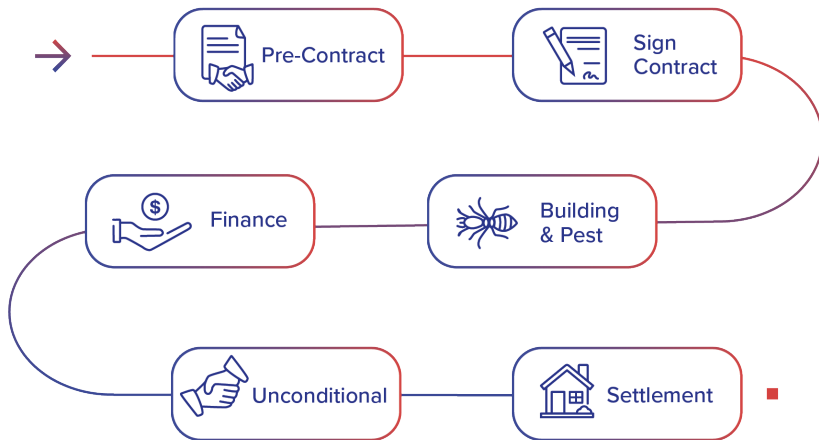
Book removalists and arrange mail redirection and electricity/gas and internet disconnection if applicable.



Commission Calculator

Scan to estimate your agent commission payable.

Conveyancing Roadmap



What other costs should I be prepared for?

Real estate agent commission as agreed between the seller and agent. Commission is usually calculated as a percentage of the final sale price, and is payable at settlement.

Marketing Costs for photography, videography, print materials and listings on real estate websites.

PEXA fee \$137.39 (subject to change)

Mortgage discharge fee ranges from \$150 - \$800

Moving costs if applicable

Conveyancing fees our fixed fee is **\$495** including GST*

*Government & settlement fees, outlays extra.
Limited to properties under \$3 million. Data encoding, VOI and regulatory fees and charges may apply.



Tailored Estimate

Scan to try our quote form

■ Tips for a smooth settlement

Have your ID handy

It is a state government requirement that you prove your identity when buying or selling property in Queensland. This means you'll need your

- Driver's license, and
- Passport

OR, your

- Birth certificate
- Driver's license, and
- Medicare card

To save yourself time and hassle, make sure your name on your ID exactly matches your name on the contract.

Apply for your ATO clearance certificate and mortgage discharge as soon as possible

ATO clearance certificates are valid for twelve months, so it's worth applying for one early. Mortgage discharges can take up to three weeks or more depending on your bank, and we recommend starting the process as soon as you're under contract.

Keep an eye on your phone & emails

Your conveyancer will need to be in contact with you during the contract period. If you're planning a trip away, make sure to tell us ahead of time, so we can adjust our communications accordingly.

Ready?

Selling property is a big step, and it's common to feel daunted by the process.

At Keylaw, our proven approach, developed through 100,000+ on-time settlements, is designed to make the process as seamless and easy as possible.

To engage us to be your conveyancers, simply ask your agent to send a copy of the contract to **contracts@keylaw.com.au**.



Liability is limited by a scheme approved under professional standards legislation. Information presented is not legal advice, and is general information only.



Let's talk

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