



## ■ Queensland Seller Guide



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# Seller Checklist

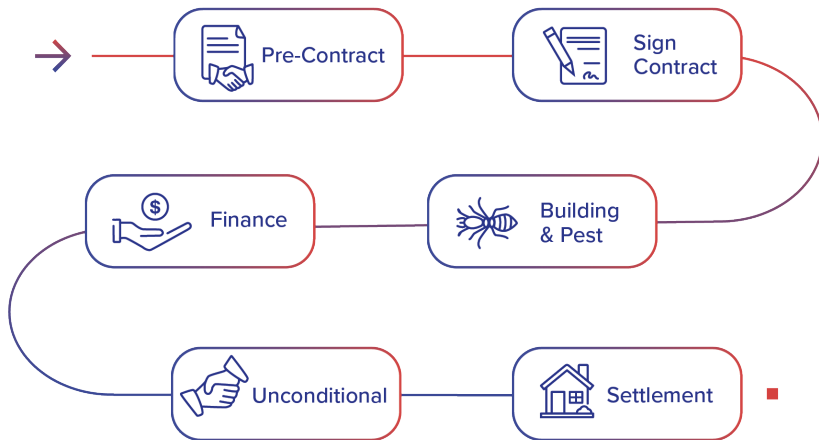
- ☐ **Engage a conveyancer**  
Your conveyancer will prepare your **seller disclosure statement**, help you manage the milestones in your contract of sale and guide you all the way to settlement.
- ☐ **Discharge your mortgage**  
If there is a mortgage on the property you are selling, this will have 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 principal 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. For more information, see the [ATO website](#).
- ☐ **Once your contract is unconditional**  
Book removalists and arrange mail redirection and electricity/gas and internet disconnection if applicable.



**[Order your seller disclosure statement](#)**

Scan or click the link above to get started.

# ■ 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** \$140.58 (subject to change)

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

**Moving costs** if applicable

**Conveyancing fees** our fixed fee is **\$619** including GST\*

\*Government & settlement fees, outlays extra. Limited to properties under \$4.5 million.



### [Fixed Fee Quote](#)

Scan or click the link above to have a quote emailed to you.

## ■ 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 licence, and
- Passport

Or, your

- Birth certificate
- Driver's licence, 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](mailto:contracts@keylaw.com.au)**.



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## Let's talk

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