

# Property: 12 steps to selling a property

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*Further advice can be obtained  
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taking action on any issue dealt  
with in this publication.*

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## **There are 12 important steps to selling a property.**

At Gridiger Lawyers, we guide you through the process safely and efficiently:

1. Gridiger Lawyers obtains copies of the property's folio identifier and any dealings registered on the title such as strata units, strata plans and common property.
2. We source other documents that should be included in the contract of sale such as a drainage diagram or a *Section 149 Planning Certificate*.
3. We amend the contract to include any special inclusions or conditions for your property.
4. We provide the real estate agent with a copy of the contract on hard copy – and email where possible.
5. We find out if the purchaser would like to amend the contract in any way and guide you on the best response.
6. If the sale is by private treaty, we arrange for you to sign the contract.
7. Under your guidance, we answer questions about the property in a document called *Requisition On Title*, that the purchaser's solicitor may require.
8. We explain to you the details of the sale and help you discharge your mortgage.
9. We organise a time for you to sign the property transfer.
10. We confirm settlement and payment figures between you and other parties such as your council, the Water Board, your owner's corporation and your lender.
11. We attend on settlement to hand over the title and collect the balance of purchase monies.
12. We confirm the successful settlement with the real estate agent.

## **Risks when selling property**

It is also important to protect yourself from the risks involved in selling your property by engaging an experienced lawyer to guide you through the transaction.