

THE MAIN STEPS	Yes	No
<b>Discuss your finances and plans with your mortgage provider</b> (They'll discuss your options and how much extra you need to borrow for your next home)		
<b>Consult your solicitor</b> (Involve them early on in the process)		
<b>Consider how you want to sell your home</b> (Privately, Tender, Auction or through an agent)		
<b>Have your home valued</b> (If selling through a Real Estate Agent, get valuations from at least two agents)		
<b>Set a realistic sale price</b> (Remember setting a high price could put potential buyers off)		
<b>Organise advertising &amp; marketing</b> (For sale signs, listings on property website & publications)		
<b>Put together important information about your property</b> (Such as title and valuation documents for potential buyers to look at)		
<b>Consider and negotiate offers</b> (Always with the assistance of your solicitor)		
<b>Buyer's deposit to be paid to your solicitor</b> (Ensure that all conditions, if any, are satisfied)		
<b>Sale and purchase agreement is forwarded to your solicitor</b> (They will take care of all conveyancing matters – settlement and transfer of ownership).		
<b>PREPARE YOUR HOME FOR SALE</b>		
<b>Exterior</b>		
<b>Is the paintwork in good condition</b>		
<b>Broken windows repaired</b>		
<b>Tidy up the garden and mow the lawns</b>		
<b>Trim hedges and shrubs</b>		
<b>Clean and tidy the garage/carport – get rid of any clutter</b>		
<b>Clean and repair fences – repaint if necessary</b>		
<b>Clean deck/patio and outdoor furniture</b>		
<b>Clear and remove any rubbish</b>		
<b>Weed the garden and add some colourful plants</b>		
<b>Clean the letterbox and repaint if necessary</b>		
<b>Clear gutters/spouting</b>		
<b>Interior</b>		
<b>Make sure your home is tidy and uncluttered throughout.</b>		
<b>Clean bathroom – showers, basin, toilets and replace old shower curtains</b>		
<b>Place clean towels in the bathroom</b>		
<b>Clean and tidy halls and stairways</b>		
<b>Vacuum carpets and professionally cleaned if required</b>		
<b>Beds made and clear out any clutter from the floors and wardrobe</b>		
<b>Clean windows – inside and out</b>		
<b>Repair paintwork or damaged wallpaper</b>		

Ensure kitchen appliances work		
Tidy cupboards, pantry and drawers – ensure these open freely		
Repair any broken lights or switches		
Clean or polish wood, tile or vinyl floors		
Hire additional furniture or items to modernise the look of you home		
<b>OPEN HOME</b>		
Get rid of any smelly rubbish		
Ensure jewelry and valuables are safely locked away		
Leave lights on in dark rooms		
Remove any cooking and pet odours – ensure there is a pleasant aroma		
Ensure pets are outside		
Open all drapes and blinds		
During winter – ensure the house is warm		
During summer - leave windows open		
Place fresh flowers or indoor plants in main rooms		
De-personalise – remove family photos, trophies and other personal touches. ( <i>Buyers need to imagine the house as a blank slate and ready to be occupied</i> ).		

**YOUR NOTES:**