

# RAINEY COLLINS

## L A W Y E R S

### **Buying/Moving House?**

We have prepared a checklist by way of a 'to do' list to help make the transition into your new home organised and less stressful:

### **Sale & Purchase Agreement**

- Has your lawyer checked your sale and purchase agreement before signing?
- Have appropriate clauses been included in the agreement (e.g. finance, builder's report, Lim report, Certificate of Title)
- Have you obtained finance from your bank?
- Have you advised the bank of your lawyer's contact details?
- Have you organised a builder's report?
- Have you arranged insurance for your new home?
- Have you organised your insurance company to send a certificate of insurance to your lawyer?
- Have you notified your lawyer that all conditions have been satisfied?

### **Pre-Settlement Inspection**

- Have you arranged a pre-settlement inspection with the Real Estate Professional?
- Have you advised your lawyer of any matters arising from the inspection requiring any action?

### **Settlement**

- Have you forwarded your deposit to your lawyer?
- Have you advised your lawyer what your contact details will be on settlement day?
- Have you signed the mortgage or transfer documents?
- Have you arranged for collection of the keys?

### **Moving House**

- Have you arranged movers?
- Have you started packing things you won't need prior to moving?
- Have you selected a room in which you can store all your packed boxes?
- Have you given written notice to your landlord (if applicable)?
- Have you made a record of mail you receive for notifying change of address?
- Have you notified your telephone company of the date you are moving?
- Have you notified your power/gas company of the date you are moving?
- Have you notified your television service Sky/Saturn for transfer (if applicable)?
- Have you arranged care for your children/pets for the day you are moving?
- Have you collected change of address cards?
- Have you arranged redirection for your mail?
  - Notify the following of your change of address:
    - Your bank.
    - Your credit card company.
    - Hire purchase companies.
    - Inland Revenue Department.
    - Electoral Department.
    - The Motor Vehicle Registration Department.

