

THE
MARSHALL
GROUP.

PREPARING FOR
SETTLEMENT.

THEMARSHALLGROUP.COM.AU

CLIENT SERVICE EXCELLENCE IS OUR *CORE FOCUS*.

We are here to help you achieve your property goals now, and in the future. For now, we are here to assist you in preparing for settlement. Whether you're buying or selling, or both, there are many things to consider in the lead up to settlement day and moving to your new home.

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Are you an Investor?

If your new property is an investment property, please let us know and our Property Management team can help you with leasing and managing your property.

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Director of Property Management
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Want more information?

Please contact your agent or our Client Relations Manager if you have any questions.

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Client Relations Manager
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CONTRACTS HAVE EXCHANGED, WHAT'S NEXT?

Now that contracts have exchanged, the property is now sold and awaiting settlement.

What happens during the "settlement" period?

- The settlement period allows time for vendor and purchaser to prepare for settlement both legally and financially
- During this time, legal representatives for vendors and purchasers will communicate regarding what is required for settlement to take place
- Your legal representative and financial institution will inform you of what action is required for you to prepare for settlement
- Please speak with your legal representative or financial institution if you require further guidance on what is required
- Pre settlement inspection will be arranged with your Real Estate Agent a day or two before settlement

What happens when my property settles?

- Legal representatives will book and coordinate settlement on behalf of the vendor and purchaser
- When the property settles, the property title and associated services such as council and water services will change into the new owner's name/s and all financial disbursements will be completed, this includes legal fees, stamp duty, loan fees and insurance (LMI). For further clarification, please speak with your legal representative.
- When settlement is complete, our accounts department will receive confirmation that settlement has taken place. This is referred to as the "Order on the Agent". This is when the keys can be released to the new owner. Legally we are unable to release the keys prior to receiving this confirmation in writing (email).

SETTLEMENT AND MOVING PREPARATION.

Below is a guide for what to consider when buying or selling a home, or both. If you have any questions, please reach out to our Client Relations team or your Real Estate Agent



ONE MONTH TO GO.

- Complete all requirements for legal representative and financial institution
- Book your removalist and consider any items that will need specialists to move i.e piano, large potted plants, art, large TVs etc.
- Source moving materials (boxes/tape/newspapers/markers/cable ties etc.)
- Plan for work, childcare and pets for moving day
- Arrange School or childcare transfers if necessary
- Declutter and donate or dispose of anything that you wont need in your new home, arrange a bulk waste collection through your local council if necessary (QR for Ku-ring-gai council below), or arrange a private rubbish removal service
- Start to use pantry items to avoid having to move it all
- Advise your real estate agent or legal representative of any items you wish to leave behind that are not inclusions in the contract of sale, i.e. fridge or shelving that won't fit in your new home, these can be left for, or sold to, the new owner if you both agree.

Some Packing Tips.

- Clearly mark all boxes as you go with contents and room/location, i.e. "Linen, Laundry" you can quickly forget what is in each box and this will help with efficiency on moving day saving you time and money if your movers are paid by the hour
- Mark "**FRAGILE**" on boxes containing breakables or items easily damaged
- Disassemble furniture prior to moving day, ensure you are organised with screws and tools for all furniture items, you will thank yourself when you are reassembling everything.
- Pack lighter items in the larger boxes and heavier items in smaller boxes to avoid boxes being too heavy.
- Save space in your car for anything you will need during the move and on the first night; linen, clothing, toiletries - including toilet paper, medical supplies, first aid kit, sentimental and/or valuable items, chargers for devices, tools, scissors, basic cleaning supplies, vacuum, snacks and water for drinking.

TWO WEEKS TO GO.

- Arrange insurance for your property
- Using a floor plan, map out where your furniture and belongings will go – measure if necessary
- Organise quotes for any improvements you will be making to your new home (these must be arranged for after settlement)
- Start packing items that are not used frequently
- Start gathering user manuals and keys in preparation for settlement, these can be left at the property or handed to your Real Estate Agent for the new owners
- Arrange a mail redirect from your current place of residence to your new home, 12 months is ideal to ensure you don't miss any medical reminders, seasons greetings etc. <https://auspost.com.au> (QR Code on page 8)
- Check in with your legal representative and your financial institution to ensure everything is ready for settlement
- Inform services (gas/electricity), property maintenance and/or security services, of your intention to move
- Start cleaning as you pack to ensure the property is clean and ready for the new owners
- Start updating your address (see change of address list below)
- Plan for services such as Electricity, gas, telephone etc. ensure meter readings are scheduled at both the property you're leaving, and the one you're going to. There are companies who can manage this on your behalf. These services are usually free to use.
 - [bemoved.app](#)
 - [connectnow.com.au](#)
- Arrange key collection for the new property (remember, the agent can't hand over the keys until settlement is confirmed by the solicitors/conveyancers)
- Plan to keep important documents, jewellery, chargers, tools, scissors, basic cleaning supplies, snacks and water for drinking, toiletries, clothing, linen for the first night or two while you unpack and get organised.

SETTLEMENT AND MOVING PREPARATION.

ONE WEEK TO GO.

- Organise quotes for any improvements you will be making to your new home (these must be arranged for after settlement)
- Confirm your pre settlement inspection with your real estate agent
- Disassemble outdoor and rarely used furniture
- Confirm arrangements for children/pets on moving day
- Print a floorplan and access details for removalists, list where furniture will go/room names to match what is on your boxes
- Check the weather and prepare for wet weather on moving day if necessary

ONE DAY TO GO.

- Pack computer, electrical equipment, modems etc.
- Unplug and tie/tape appliance cables
Empty Fridge/Freezer into an esky and defrost (leave door/s open and lay down towels to catch any condensation)
- Thoroughly clean your property ready for the new residents, arrange a cleaner if necessary
- Gather everything you will need during the move and on the first night or two; linen, clothing, toiletries - including toilet paper, medical supplies, first aid kit, sentimental and/or valuable items, chargers for devices, tools, scissors, basic cleaning supplies, vacuum, snacks and water for drinking, don't forget a toy or two for the kids!

NOTES.

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ON MOVING DAY - MOVING OUT.

- Provide movers with floorplan, instructions and access details – remember, what goes on the truck last will come off first, it's good to have kitchen boxes, appliances and the furniture that needs assembling off the truck early on so it can be reassembled ASAP.
- After everything is out, double check all cupboards, storage areas, sheds, etc.
- Ensure property is left clean and tidy, arrange a cleaner if necessary.
- Ensure all keys, manuals, garage remotes etc. are left at the property or dropped to your real estate agent.
- Do a final walk through to ensure you haven't overlooked anything.
- Lock all doors and windows as you leave.
- Place the bins out for collection.

! Leave the NBN box at the premises, nbn equipment is registered to a specific address

ON MOVING DAY - MOVING IN.

- Ensure movers are placing boxes and furniture in correct rooms/locations
- Check all locks are in working order, arrange locksmith if necessary
- Check that you have all keys and user manuals
- Notify removalist of any damage or missing items immediately
- Treat yourself to some take away for dinner!

NOTES.

AS YOU ARE SETTLING INTO YOUR NEW HOME.

- Update your address (see change of address list)
- Let the Client Relations team or Real Estate Agent know if you have any questions about your new home.

CHANGE OF ADDRESS.

Please consider your personal situation as to who you need to inform of your new address.

TIP: set up a mail redirect through Australia Post (see QR code below) and update addresses as you receive redirected mail.

- | | |
|--|---|
| <input type="checkbox"/> Service NSW (license/s and vehicle registration) | <input type="checkbox"/> Education |
| <input type="checkbox"/> Bank/s and financial institutions | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Insurances (Health, property, car, pet, life etc) | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Medical Care Providers | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Government agencies (ATO/Centrelink/Medicare) | <input type="checkbox"/> Legal representative/s |
| <input type="checkbox"/> Charities | <input type="checkbox"/> Accountant |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Online shopping accounts |
| <input type="checkbox"/> Trades/maintenance | |



Aus Post Mail Redirect



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Ku-ring-gai Council
Bulk Waste Collection

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Gordon	Turramurra	Wahroonga	Lindfield	Rentals
791 Pacific Hwy Gordon 02 9061 3175	1245 Pacific Hwy Turramurra 02 9061 3199	8A Railway Ave Wahroonga 02 7251 3100	11 Lindfield Ave Lindfield 02 8668 2828	787 Pacific Hwy Gordon 02 9498 3399