

HouseMe Legal Selling Checklist



LEAVE US A RATING ON GOOGLE

HouseMe Legal's Sherpas



Rebecca, Allison, and Angus

Client



Purchaser's Lawyer

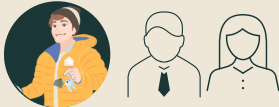
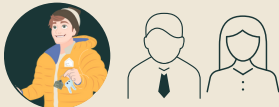
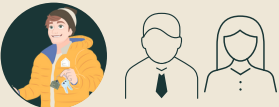
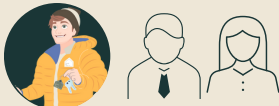
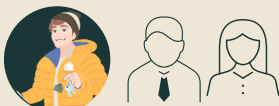


Real Estate Agent



STAGE 1: BEFORE YOU SIGN THE SALE AND PURCHASE AGREEMENT

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
INITIAL CHAT WITH HOUSEME LEGAL	Book an initial free meeting with Angus.	  	☐
INITIAL CHAT WITH HOUSEME LEGAL	Read HouseMe Legal's Blogs: 5 things to know and 5 things to avoid when selling your property .	  	☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss real estate agencies, commission, advertising, and negotiating the agency agreement	  	☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss and research what your home is worth . Understand how much of your mortgage you need to pay off.	  	☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss costs and expenses involved with selling your home e.g. repaying the mortgage , breaking fixed term loan , agent's commission, legal fees, ordering a LIM , moving truck, property rates , body corporate fees, and bridging finance.	  	☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss any issues with the property and how you will address them e.g. warranties , chattels , consents, code compliance certificate , record of title , etc.	  	☐

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
INITIAL CHAT WITH HOUSEME LEGAL	WARNING: If you are looking at selling a property that was affected by the severe flooding, or cyclone events in New Zealand (first quarter 2023), you will need to disclose any weather or flooding issues that occurred to your property. If in doubt, disclose! Tip: You will need to instruct a geotechnical engineer to provide you with expert advice.		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss how the property will be sold e.g. auction, tender, negotiation		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss IRD/ Land Transfer Statement, OIO , Bright-line Test , AML		☐
INITIAL CHAT WITH HOUSEME LEGAL	If the property is owned by a trust, make sure all trustees are involved in the process.		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss your options if the property is subject to a tenancy.		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss making your sale conditional and the timeframes required e.g. cash out clause/escape clause for a better offer, the Seller entering another unconditional agreement.		☐

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
INITIAL CHAT WITH HOUSEME LEGAL	Discuss deposit amount and timing, sale price, settlement date , default interest rate, type of title, etc.	  	☐
AFTER THE FIRST MEETING	Create a moving budget.	 	☐
AFTER THE FIRST MEETING	Appoint a real estate agent, sign the agency agreement, and book open homes.	  	☐
AFTER THE FIRST MEETING	Discuss what needs to be done to get your property on market and ready for open homes.	  	☐
AFTER THE FIRST MEETING	Decide what chattels will be included in the sale.	 	☐
AFTER THE FIRST MEETING	Send completed forms to Angus: AML form, purchaser info form, and ID + Proof of Address	 	☐
WHEN READY	Sign the Agreement	  	☐

Further information about selling your home can be found here [Preparing to sell | Settled.govt.nz](#)

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STAGE 2: AFTER SIGNING THE AGREEMENT

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
AFTER SIGNING	Satisfy any conditions and advise your lawyer once satisfied	   	☐
AFTER SIGNING /SATISFYING CONDITIONS	Receive the deposit . Normally 10% is payable to the agent following the signing or satisfaction of conditions	 	☐
AFTER SIGNING /SATISFYING OF CONDITIONS	Research moving companies	 	☐

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STAGE 3: UNCONDITIONAL AGREEMENT AND COUNTDOWN UNTIL SETTLEMENT DAY

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
ONCE UNCONDITIONAL	Advise your lender that the Agreement is unconditional and ask for indicative repayment amount for the mortgage	  	☐
FOUR WEEKS FROM SETREBECCA, AND ANGUS ALLISON, TLEMENT DAY	Booking a moving truck for settlement day. If you are moving somewhere else, do not try to move into your new place too early (settlement may not take place until the afternoon)	 	☐
FOUR WEEKS FROM SETTLEMENT DAY	Transfer or cancel your current utilities e.g. power, water, and internet	 	☐
FOUR WEEKS FROM SETTLEMENT DAY	Transfer or cancel insurance following settlement day	 	☐
FOUR WEEKS FROM SETTLEMENT DAY	Dispose of unwanted stuff TradeMe , The Salvation Army	 	☐
FOUR WEEKS FROM SETTLEMENT DAY	Draft Settlement Statement , send to the client to review and understand Send to purchaser's lawyer once the client has agreed with numbers and information	   	☐

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STAGE 3: UNCONDITIONAL AGREEMENT AND COUNTDOWN UNTIL SETTLEMENT DAY

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
TWO WEEKS FROM SETTLEMENT DAY	Book meeting with Angus to sign and discuss:		☐
	Client Authority and Instruction form (A&I)– transfer and discharge mortgage		☐
	Settlement Statement		☐
	Loan documents (if buying another property)		☐
	Draft final invoice		☐
	Client to provide bank account number/deposit slip where any remaining excess money will be deposited		☐
	Land Transfer Statement		☐
	OIO Statement		☐

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
TWO WEEKS BEFORE SETTLEMENT DAY	Order water meter reading from Watercare	  	☐
TWO WEEKS BEFORE SETTLEMENT DAY	Provide purchaser's lawyer with Pre-Settlement Disclosure Statement (unit title only)	  	☐
ONE WEEK BEFORE SETTLEMENT DAY	Confirm and book moving company Complete final packing	 	☐
ONE WEEK BEFORE SETTLEMENT DAY	Make sure contents are insured between moving	 	☐
ONE WEEK BEFORE SETTLEMENT DAY	Pack a special bag full of valuables that you won't leave for the movers	 	☐
ONE DAY BEFORE SETTLEMENT DAY	Ensure chattels are working for Pre-Settlement Inspection Give keys, garage door openers, etc. to real estate agent	  	☐

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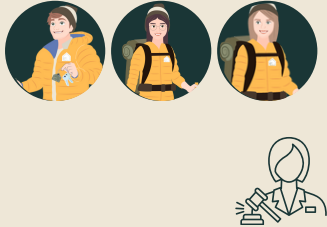
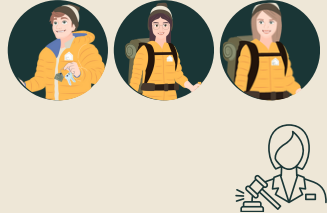
Purchaser's Lawyer



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STAGE 4: SETTLEMENT DAY AND SHORTLY THEREAFTER

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
SETTLEMENT DAY	Receive final repayment amount from your mortgagee / lender regarding final amount to repay.		☐
SETTLEMENT DAY	Read gas and electricity meters and advise respective companies of their readings.		☐
SETTLEMENT DAY	Lender sends money to the purchaser's lawyer's trust account.		☐
SETTLEMENT DAY	HouseMe Legal sends an undertaking to the purchaser's lawyer that they are ready to settle and will release the title into the purchaser's name upon receipt of the settlement funds. The purchaser's lawyer then undertakes it has paid the money to HouseMe Legal's trust account. Transfer and mortgage are registered at LINZ .		☐
SETTLEMENT DAY	HouseMe Legal releases the e-dealing into the Purchaser's lawyer's control. The purchaser's lawyer submits e-dealing to be registered at LINZ.		☐

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
SETTLEMENT DAY	Your mortgage is repaid with the excess funds from the sale		☐
SETTLEMENT DAY	Agent gives the keys to the new owner		☐
AFTER SETTLEMENT	Local council/authority is notified of the new owner Any remaining water and general rates are repaid out of settlement funds.		☐

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