

CHECKLIST

People & Organisations You May Need To Notify



GOVERNMENT AGENCIES

- Australia Post retail outlet (apply to have your mail redirected)
- Australian Electoral Commission
- ATO (Australian Tax Office, Tax returns, small business licences)
- Welfare (Centrelink, seniors card, veterans affairs etc.)
- Motor Registry for driving licenses and car registrations
- Library membership

UTILITIES

- Electricity account
- Home phone
- Mobile phone
- Gas account
- Internet / VoIP
- Pay TV

MEDICAL

- GP,
- Dentist
- Private Health/Medicare

OTHER

- School / work
- Financial (financial advisor, accountant)
- Banks, credit cards and credit unions
- Ebay and Paypal
- Family and friends
- Gym memberships, store memberships and loyalty programs
- Insurance (car, house, home and contents etc)
- NRMA
- Subscriptions
- Superannuation memberships
- E-tags, tolls, mechanic
- Pet microchip registry/Veterinarian
- Landlord/Agent

*A Good Lawyer is a
Good Investment*



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This Practice is conducted by Lee Sames Egan Pty Ltd
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are members of the scheme.



Helpful Information For Your
PROPERTY SALE



**Thank you for choosing Lee Sames Egan
to assist with your property sale.**

*This brochure contains information designed to answer
questions frequently asked by our clients. You are always
welcome to call us if you are unsure about anything during
the process of selling your property*

We will ensure that

- Your sales agent receives a Contract for marketing purposes as soon as possible.
- When a buyer is found, your sale proceeds smoothly in accordance with all necessary procedures and you are kept informed of progress.
- Council rates and water charges, and strata levies if applicable, are adjusted between seller and buyer as at the date of settlement. This simply means that you will be liable for these charges from the commencement of the rating period until the settlement date and your buyer will be liable for these charges from the settlement date until the end of the rating period.
- The local Council, Valuer-General and Land Titles Office are notified of the change in ownership of the property



You will need to

- Book a removalist and cleaner, if needed.
- Arrange connection/disconnection of the utilities (electricity, phone, internet etc) as at the settlement date, for the property that you are vacating and if applicable, for the property to which you are relocating.
- Cancel building and contents insurance on the premises - we suggest you do this after settlement and you should obtain a pro rata refund from date of settlement;
- Notify organisations of your change of address – see our checklist.
- Cancel/amend any direct debits that are made in relation to the property you are vacating.

You can be assured that

- Our conveyancing fees are competitively priced.
- Your sale will be handled by an experienced lawyer from our property team.
- We use the latest technology to provide you with an efficient professional service.

We can also assist you with

- Buying or selling property in Coffs Harbour or anywhere else in New South Wales no matter where you are based.
- Land and strata subdivisions.
- Selling and buying businesses.
- Commercial and retail leasing.
- Estate Planning and complex or simple Wills.
- Enduring Powers of Attorney and Appointments of Enduring Guardians.
- Your duties as an Executor.
- Applying for probate and administration of deceased estates.
- Disputing and challenging Wills.