

# 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



### Located in the heart of Coffs Harbour

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This Practice is conducted by Lee Sames Egan Pty Ltd. ACN 151 805 800, an Incorporated Legal Practice. ABN 74 151 805 800

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Legal practitioners employed by Lee Sames Egan Pty Ltd 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 NSW Land Registry Services are notified of the change in ownership of the property.
- Your sale will be settled electronically when possible on PEXA (Property Exchange Australia.)

*“Thank you so much for making the sale of our house stress free. Roger and I really appreciate your friendly, supportive and professional manner during both settlements.” – Pennie*

## 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 purchase 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.

