

## Sellers checklist

### Securing the Sale

- Engage Click & Convey to facilitate the transfer of property & submit preliminary information in order to commence quote & acceptance.
- Complete the verification of Identity link and sign the client authorisation form
- Make the retainer deposit
- Your conveyancer will now draft the contract for sale, order its required components and discuss any special conditions with you

### Following Exchange

- Hold an auction
- Or if private treaty accept an offer
- Your conveyancer will contact you to attend to any discharge of mortgage as applicable
- Negotiate any amendments requested to the contract with your conveyancer
- Sign the contract for sale once the buyer has signed their counterpart copy  
Congratulations we have now exchanged!

### Settlement

- Await contracts to become unconditional
- Advise your conveyancer of account details for receipt of settlement funds
- Await settlement to occur
- Receive your funds
- Leave your conveyancer a google review

All done! Congratulations.