Pre-Settlement Inspection Checklist

COMPLETE IMMEDIATELY BEFORE SETTLEMENT

The final walk-through before the money moves: the property as agreed, the inclusions present, nothing changed since exchange.

Property Address / Postcode

Inspection Date

Settlement Date

CONFIRM

- [ ] Property condition unchanged since exchange, fair wear excepted
- [ ] All agreed inclusions present, checked against the Chattels Schedule
- [ ] Fixed items still fixed: light fittings, dishwasher, aerials as agreed
- [ ] No new damage, no rubbish left, sheds and garages cleared as agreed
- [ ] Keys, remotes and codes counted and working
- [ ] Meters read or photographed: power, gas, water
- [ ] Appliances power on
- [ ] Rural: pumps run, troughs fill, gates and fencing as at exchange

Issues Found: Describe The Issue, Location And Photo Reference

Issue Reported To Conveyancer Or Solicitor At (Time)

HANDOVER RECORD

Number Of Keys

Number Of Remotes

Other Access Items (Codes, Fobs, Manuals)

Completed By

Date

Fees vary with the property and the state, and disbursements are set by the authorities rather than the firm. Two or three quotes is normal; the cheapest is not always the one that answers the phone. This is a general template provided by Title Sales Pty Ltd for convenience only. It is not legal, financial or conveyancing advice, it is not a contract, and nothing in it binds any party. Binding documents are prepared by your own conveyancer or solicitor. Title Sales is an advertising platform and is never a party to your transaction.