


Seller's checklist

Things you should do *ASAP*



Complete your authority to act form online

This authorises us to act on your behalf.



Arrange to discharge your mortgage

Contact your bank to sign a discharge of mortgage authority so your loan can be repaid at settlement. We can't do this on your behalf, you must contact your bank directly to sign and return the authority.



Discharge any other encumbrances

Any caveats, leases and memorials must be withdrawn so that the buyer can receive a clear title. Contact us if you need help.



Apply for a capital gains tax withholding certificate

If the sale price is \$750,000 or above, you must apply for a CGT clearance certificate from the Australian Taxation Office. Apply online at the ATO's website -

www.ato.gov.au/FRWT_Certificate.aspx

If you don't provide the certificate or you are a foreign resident, the Buyer will withhold 12.5% of the purchase price and pay it to the ATO.



Satisfy contract conditions on time

It is your responsibility to make sure that any special conditions are satisfied on time. If you need advice, please get in touch.
