



CHRISTINE JONES CONVEYANCING

Licensee: *Christine Jones*
Justice of the Peace

ABN 26 524 714 329

Vendor checklist:

Certified Practising Conveyancer Lic. No. 1318834

Licensed Conveyancers:
Christine Jones JP
Beverley Smith JP
Kylie Greenwood JP

<input checked="" type="checkbox"/> To Do	<input checked="" type="checkbox"/> To Do
Have you listed the property with an agent?	Have you arranged a removalist?
Have you authorised the disclosure documents to be ordered and a contract to be prepared?	Have you signed a discharge authority with your mortgagee?
Have you provided your conveyancer with a list of inclusions and exclusions?	Have you authorised your conveyancer to settle?
Have you provided your conveyancer with information about alterations/additions, building work or affectations relating to the property?	Have you checked the settlement figures payout figures and conveyancer's account? Have you provided your conveyancer with your account details to deposit surplus funds into?
Where are your title deeds?	Have you arranged for telephone, electricity, gas, etc. disconnections?
Who is your mortgagee and your loan number?	Have you advised your conveyancer your new contact details?
Have you considered the tax implications of the sale – Capital Gains Tax and GST (if applicable)?	Have you cancelled or transferred your house and contents insurance?
Have you signed the Contract?	Have you redirected your mail? Have you stopped any direct debits for water, council and other payments relating to the property?
Have Contracts been exchanged?	Have you changed your address on your license, registrations, insurance policies, mobile phone accounts, etc.?

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Winner Business Services Award – 2007, Finalists 2006, 2008 & 2010

2008 & 2010 Business Woman of the Year – 2009 Home Based Business of the Year – Hunter Region Business Excellence Awards