

Pre-Sale Property Information Checklist

(This will help avoid sale delays)

If the question is “not applicable”, please write or type the letters NA. That way we know you have seen the question.

CLIENT NAME:

PROPERTY ADDRESS:

1. Property Improvements, Additional Structures & Approvals

- List all structural alterations and/or improvements made during ownership (include dates/contractors):

- Provide copies of documentation relating to your answers above:

- Council approvals
- Home Warranty Insurance
- Final Occupation Certificate
- Survey Report
- Council Building Certificate
- Owner Builder Permit
- Pool compliance or non-compliance certificate
- Are there any unapproved structures? Yes/No
If yes, what structures are unapproved?

- Do you have a current or recent council rates notice? Yes/No
If yes, please email us a copy: hello@rmproperty.com.au

2. Insurance & Safety

- Have you had any insurance claims for the property since owning the property? Yes or No
If yes, what was the issue?
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- Smoke alarm details:

- How many: _____
 Locations: _____
 Power source:
 Wired in
 Battery

3. Inclusions & Fixtures

- Air Conditioners**

If the property has split-system air con, how many are there? _____

- Pool Equipment (if applicable)**

What items are included in the sale of the property?

- Vacuum
 Vacuum robot
 Scoop
 Brush attachments
 Other items:

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- Remote Controls**

Please tick if there are controllers staying with the property:

- Ceiling fans - How many controllers? _____
 Air conditioner - How many controllers? _____
 Garage roller door - How many controllers? _____

- Do all the inclusions fully operate:

- Air conditioner
 Appliances e.g. stove, rangehood
 Hot water service
 Fans

- TV brackets:

- Staying or
 Being removed. If being removed, when are the wall repairs planned?

Are there any other fixed items being removed?

4. Legal & Boundary Matters

Are there any current disputes/negotiations regarding the fence? Yes / No
If yes, what are the details:

5. Solar Panels

- When were the panels installed?
- Do you have any warranties for the panels?
- Is there any money owing on the solar panels or the installation? Yes/No
- Do you have any contracts relating to buy-back schemes? Yes/No

NOTE: A buyer may want to see a current usage bill or proof they are connected to the grid.

6. Selling as a Power of Attorney

If you are selling the property on behalf of someone else and acting as the Power of Attorney (POA), we will require the following:

- Verification of Identity: All Power of Attorneys will need to be verified. We are not allowed to email a contract to the agent until that is completed. We will send you a link to verify you and your documents.
- We will need a copy of the original Power of Attorney document emailed to hello@rmmpc.com.au