



GREENHILLS CONVEYANCING

Licensee:
Greenhills Conveyancing Pty Ltd
ABN 30 160 821 723
Licence No. 05001309

Licensed Property Conveyancers
Est. 2005

Licensed Conveyancer and Principal:
Christine Jones JP - Lic No. 1318634

Pre – Settlement Inspection Checklist – what to look for:

General Condition of the Property

- If applicable – all agreed repairs have been completed to an acceptable standard
- No new damage since the contract was exchanged
- All rubbish, building materials, and personal items removed (unless included in the sale)
- Property is clean and in a reasonable tidy condition

Doors, Windows & Locks

- All doors open, close, and lock properly
- All windows open, close, and lock properly
- Flyscreens are intact
- No cracked or broken glass

Electrical

- All lights and power points and no leaks
- Exhaust fans operate correctly
- Smoke alarms are installed and functioning
- Any included appliances (oven, cooktop, dishwasher, etc) operate as expected

Plumbing

- Taps run with good pressure and no leaks
- Toilets flush properly and refill without running
- Hot water system is functioning
- Drains empty without blockage or unusual smells

Heating & Cooling

- Air conditioning and heating systems turn on and operate normally
- Ceiling fans work on all speeds

Walls, Floors & Ceilings

- No new cracks, holes, or water damage
- Carpets are free from new stains or damage
- Flooring is in the same condition as at exchange of contract date

Kitchen

- Appliances such as dishwasher, oven and cook top etc as mentioned in the contract are present and working
- All cupboards and drawers open and close smoothly
- Rangehood fan and light operate
- Benchtops are undamaged

Bathrooms & Laundry

- Shower pressure and temperature are consistent
- No leaks around basins, baths, or showers
- Exhaust fans work
- Tiling and grout are intact

Outdoor Areas

- Gardens, lawns, and external areas are in reasonable condition
- Gates and fences are secure
- Garage door opens and closes properly (manual or remote)
- Outdoor taps function

Inclusions & Exclusions

- All items listed as inclusions are present (e.g. blinds, curtains, light fittings)
- No items have been removed that should remain
- Keys, remotes, manuals, and codes are provided for or accounted for

Pool or Spa

- Check the pool or spa is working (pumps, heating, etc)
- All items listed as inclusions are present (cleaners, equipment)

Satisfactory Inspection

The property should be left in the same condition as it was at the time Contracts were exchanged. Once you have completed your inspection you should notify us that you are satisfied with the condition of the property and are happy for settlement to proceed. You signed sign and return the Authority to Settle.

Unsatisfactory Inspection

You should notify us of any defects you may have found that were not present at the time of Contracts were exchanged. We recommend taking photos and providing them to us, so that we can use them as evidence of the state of the property to negotiate rectification by the Vendor through their Conveyancer and the selling agent.

If there was damage present at the time Contracts were exchanged then then vendor will have no obligation to rectify it, unless it was negotiated before exchange of Contracts and is a special condition of the Contract.