

PRE SALE CHECKLIST

When selling your property, it is essential that all your paperwork is in order, including all the past historical documents on your property regarding the construction of any existing buildings. The last thing you need is delays with the sale of your property at contract exchange or settlement stage.

The following is a handy checklist you may find useful.

- Have all the construction works on your property been legally approved?
- Have all the building progress and Final Inspections been conducted by the Principal Certifying Authority (PCA)?
- Have all Final Occupational Certificates prepared by the PCA been obtained for the completed works?
- Have all outstanding matters listed on any Interim Final Occupation certificate been completed for the issue of a Final Occupational Certificate?
- Has the builder completed any outstanding items for the issue of the Final Occupation Certificate?
- For newer buildings, have all the relevant certificates been obtained for termite treatment, waterproofing flashing to bathroom areas, smoke alarms, window glazing and BASIX?
- Do I have a copy of the Home Owner's Warranty Insurance (HOW) or Owner Builder Permit for all completed works?
- Where I've engaged a builder, have I received a copy of all the above certificates and HOW insurances from the builder for my personal file?
- Where I have a pool on my property, does the pool comply with the Swimming Pool fencing requirements and do I need to apply for a pool fencing compliance certificate from Council?
- For commercial and industrial buildings, has the existing use of the building been approved by Council?
- Have I viewed my Council Development Application files and found everything to be in order with my property?

Enquiries: For further information contact Council's Building Services phone 66861415
