

# Seller Checklist

## Checklist Items to be completed by Approval Date

(The approval date can be found on the Deed with House Owner document)

### Vacate the House

- The house must be vacated on or before the Approval Date to allow sufficient time to prepare the house for removal.

### Asbestos Removal

- Asbestos must be removed before house removal preparation.
- Ensure all asbestos is removed from under or around the house by an appropriately licensed contractor. The buyer will be responsible for any asbestos removal above the floor level unless otherwise agreed.
- Contact Drake Removal Homes for assistance if required.

### Electricity Supply - Removal / Abolishment

- "Abolishment of Service" can have a 6-to-8-week lead time, so book in with your service provider / Energex early.
- Advise your service provider / Energex that the house will be removed, therefore the service infrastructure needs to be physically removed from the building (i.e. meters and cables from the street) in addition to the disconnection of services.
- See the [Energex](#) website for more information on how to remove your connection.

### Gas – Removal / Abolishment

- If gas is connected at the property, contact your service provider to arrange removal.
- Advise the service provider that the house will be removed, therefore the service infrastructure needs to be physically removed from the building (i.e. gas meters and service pipes) in addition to disconnection of the service.
- Remember that a simple disconnection (e.g. as when you are moving to a new premises) will not be sufficient.
  - o [AGL Customers](#)
  - o [Origin Customers](#)

### Phone / Internet / Cable TV / NBN

- If there is phone, internet, cable tv or [NBN](#) connected at the property, contact your service provider (e.g. Telstra, Optus, iiNet etc) to arrange removal.
- Advise the service provider that the house will be removed, therefore the service infrastructure needs to be physically removed from the building (i.e. cables from the street or satellite receivers) in addition to disconnection of the service.

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### **Council Trees and Footpath Permit**

- There may be trees on council land outside your property or in your street that need to be removed or trimmed prior to the house being removed.
- Removal or trimming of trees is the seller's responsibility.
- Approval of permit to work on protected vegetation (tree removal) and footpath permit (crossover permit) will coincide with the contractor's application to council to remove the building. These fees (once known) will need to be paid to the contractor prior to the house being removed.

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### **Other Obstructions**

- There may be obstructions on the property including, but not limited to, trees, fences, poles, sheds, garages, and other buildings, that need to be cleared prior to the house being removed.
- Clearing of these obstructions is the seller's responsibility.

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### **Excluded Items**

- Items specifically excluded from the sale of the house (noted in the Deed), should be removed by the Approval Date.

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### **Removal / Demolition Permit**

- A permit for Removal / Demolition must be acquired by a Private Certifier prior to the Approval Date. Without approval the house cannot be removed from the property (please see attachments at the end of this document).

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### **Temporary Fencing**

- Temporary fencing is required by local laws to enclose a site prior to commencement of works to protect the public from danger.
- The seller is responsible for arranging to have temporary fencing installed. This should occur once the house has been vacated and should remain in place until the site has been cleared and is safe to do so.

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### **Proof of Ownership**

- Prior to settlement proof of ownership is required from the seller.
- Please forward Drake Removal Homes a copy of your most recent rates notice or title search.

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### **Insurance**

- The seller must keep the house insured until it is removed from site.
  - Prior to settlement, please forward Drake Removal Homes a copy of your Certificate of Currency showing dates of cover.
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### **Settlement**

- Drake Removal Homes will contact you before the Approval Date to arrange a final inspection of the house.
- If all checklist items have been completed and the buyer's approvals are in order, we will arrange for payment to you of the Purchase Price.
  - If you are a private seller, please complete the Statement by Supplier form and EFT Payment Authority form attached to this document and forward to us.
  - If you are selling the house as a business and have an ABN, please provide us with a Tax Invoice including your EFT details.
- Arrange for house keys to be handed over.

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### **Disconnect of Water and Sewer (if required)**

- Water can be turned off at the street and the service pipe terminated by the removal contractors during removal of the house.
- Pipes leading to inground sewer or septic systems can be cut (usually at ground level) by the removal contractors allowing future tradespersons to deal with as required.

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### **Site Clean-up**

- Once the house has been removed, items left on site may include vegetation, house stumps, base battens, fencing, concrete slabs, pathways, driveways, and discarded materials that you will need to arrange the removal of.

<b>Service providers that may assist if required</b>	
<b>Asbestos Removal</b>	Xbestos Pty Ltd Stephen Porteous E: <a href="mailto:sgporteous@bigpond.com">sgporteous@bigpond.com</a> P: 0419713810
	Ark Asbestos Removals Pty Ltd Dylan Smith E: <a href="mailto:info@arkasbestosremovals.com.au">info@arkasbestosremovals.com.au</a> P: 0439 238 180
<b>Private Certifier</b>	Project BA E: <a href="mailto:info@projectba.com.au">info@projectba.com.au</a> P: 07 5451 8784 (Please see attached Notice of Engagement Form and Schedule of Fees)
<b>Temporary Fencing</b>	Fence Hire Australia P: 1300 083 673 E: <a href="mailto:admin@fencehireaustralia.com.au">admin@fencehireaustralia.com.au</a>
	TFB Hire P: 1300 352 992 E: <a href="mailto:admin@tfbhire.com.au">admin@tfbhire.com.au</a>