

Sale Campaign: Getting your current house sold.

- Book an appointment with your presentation consultant.

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Company

.....
Address

.....
Contact Person

.....
Office & mobile phone numbers

Date:.....

Time.....

- Hire furniture if required.

.....
Hire Company

.....
Address

.....
Contact Person

.....
Office & mobile phone numbers

.....
Alternative Contact Person

.....
Office & mobile phone numbers

Delivery date
Day of the week

.....
Date Time

Quote received \$.....

- Engage a Solicitor or Conveyancer.

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Name of Firm

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Address

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Contact Person

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Office & mobile phone numbers

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Alternative Contact Person

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Office & mobile phone numbers

Quote received \$.....

Sale Campaign: Getting your current house sold.

Prepare the following for meeting with your selling agent;

- Your preferred settlement period is: 30 days 60 days 90 days 120 days
Circle one or more A specific date
- Your reserve price is:..... (You're not required to disclose this to your agent)
- Your preferred advertising budget is: \$
- The fittings and fixtures in the house that you want to exclude from the sale include the following:

- Your latest Council Rates are: per annum
- Your Owners Corporation fees are: per annum

A spare set of keys is available for your agent

The definite date when your house will be ready for photography is:
A specific date

Book a time to meet with your selling agent:
Day of the week Date Time

Cover the following with your selling agent;

- Discuss the information you've prepared above
- Sign an Exclusive Sale Authority
- Give the name of your solicitor or conveyancer
- Pass on house keys, alarm code and other relevant information

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- Book time with presentation consultant:

Day of the week
Date
Time

 - At this meeting review and discuss any final adjustments

- Before each open for inspection make sure your home is at its tidiest
 - Open for inspection times (from agent);

Day of the week
Date
Time

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