



## **Open Home / Pre-Settlement Inspection Checklist**

Here's a checklist for you to use (go to page 2) when you're checking out a home for the first time (at the open home) and again just a few days before you actually move in (this is called the pre-settlement inspection).

### **First Time: Open Home Visit**

Your first run-through of this checklist should happen when you visit the open home. This is when you see the house for the first time and decide if you like it!

### **Second Time: Pre-Settlement Inspection**

The second time you use this checklist should be just a few days before the big day you move in, this is called the pre-settlement inspection. You want to make sure the house is in the same condition as when you first saw it during the open home. Compare your notes from the first time you were there.

### **Bring the Sale and Purchase Agreement**

Don't forget to bring a copy of the sale and purchase agreement. This will tell you what stuff like the washing machine, dryer, curtains, and other things are included in the sale of the property.

### **Your Rights: At Least One Inspection**

Remember, you have the right to at least one pre-settlement inspection before you move into your new home. It's best to do this at least two days before you move in, or even earlier if you can.

### **Contact the Real Estate Agent**

Get in touch with the real estate agent to find a good time for everyone for this pre-settlement inspection.

### **Remember: It's Second-Hand**

Keep in mind that unless this is a brand new house, it's like buying a second-hand good. So, be reasonable about what you expect the house to look like.

Happy house hunting!   

### Open Home / Pre-Settlement Inspection Checklist

 Angus	 Client/Purchaser	 Seller's Lawyer	 Real Estate Agent	
Location in House	Action	Who is involved?	Open Home 	Pre-Settlement Inspection 
			Done? ✓ Comments	Done? ✓ Comments
Before you arrive	Contact the real estate agent to view the property.		<input type="checkbox"/>	<input type="checkbox"/>
Before you arrive	Bring a copy of your sale and purchase agreement.		<input type="checkbox"/>	<input type="checkbox"/>
	Check the list of fixtures and fittings (at the back of the agreement) that are included as a part of your purchase.		<input type="checkbox"/>	<input type="checkbox"/>
	Check any special conditions or clauses that may apply e.g. Seller must remove the spa and make good the deck, the Seller has agreed to fix the garage door.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check doors open and close.		<input type="checkbox"/>	<input type="checkbox"/>
	Check doors lock and unlock.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check the hot water cylinder works.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check the light switches work.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check the smoke alarms work and have batteries in them.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check the alarm system (if present) works Ask for the code.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check the flooring and carpet for stains, holes, burns etc.		<input type="checkbox"/>	<input type="checkbox"/>
Within the house	Check windows open and close smoothly.		<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	Check all appliances work e.g. oven, dishwasher, stove top etc.		<input type="checkbox"/>	<input type="checkbox"/>

Kitchen	Check taps work (temperature and flow) and water does not clog in the sink.		<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	Check draws and cupboards open and close.		<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	Check rangehood works.		<input type="checkbox"/>	<input type="checkbox"/>
Lounge	Check the heat pump works.		<input type="checkbox"/>	<input type="checkbox"/>
Lounge	Check there are TV and internet ports. If the TV has been taken, make sure removal from the wall has been "made good" and repainted.		<input type="checkbox"/>	<input type="checkbox"/>
Bathroom	Check extractor fan works.		<input type="checkbox"/>	<input type="checkbox"/>
Bathroom	Check shower water pressure.		<input type="checkbox"/>	<input type="checkbox"/>
	Check shower temperature.		<input type="checkbox"/>	<input type="checkbox"/>
	Check shower drains properly.		<input type="checkbox"/>	<input type="checkbox"/>
Bathroom	Check toilet flushes.		<input type="checkbox"/>	<input type="checkbox"/>
Laundry	Check if a washing machine or dryer are included in the agreement.		<input type="checkbox"/>	<input type="checkbox"/>
	Check the washing machine or dryer work.		<input type="checkbox"/>	<input type="checkbox"/>
	Check laundry taps work and sink drains.		<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	Check all Seller's remaining belongings will be removed by settlement.		<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	Check the location of the power switchboard.		<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	Ask the agent where keys can be picked up on settlement day.		<input type="checkbox"/>	<input type="checkbox"/>
After Inspection	If there are any issues, call your lawyer as soon as possible. If any issues cannot be remedied by settlement, you may be able to withhold \$[x] in your lawyer's trust account until the Seller has completed [insert task] to your satisfaction. Unless there is a major issue e.g. half house has burnt down, you will still be required to settle on settlement day.		<input type="checkbox"/>	<input type="checkbox"/>

