



PROPERTY SOLD CHECKLIST

Address: 9 Newcastle Avenue SPS 480
 Negotiator: 19

COMPLETE PRIOR TO INSTRUCTING SOLICITORS						
PROOF OF FUNDS	Date Requested	Received		Date Received*		
Not Seen, Confirmed By?	Solicitor	Financial Advisor		Name of Person:		
Send Buyer/s Invoice & Confirm Paid for ID Check	ID Invoice Sent Date		ID Invoice Paid			
MOVEBUTLER AML Check	Buyer 1		Buyer 2		Buyer 3	
	Requested	Received	Requested	Received	Requested	Received
Cancelled Booked Viewings	19/10/23	✓	19/10/23	✓	1/1	✓
Add Chain Details to LIFESYCLE						
Lifecycle Status Changed to 'SSTC'						
Add SOLS Details to LIFESYCLE	Seller <u>Ka Bawon</u>		Buyer <u>9?</u>			
SCAN/MOVE ALL DOCS TO LIFESYCLE 'PRIVATE FILES' IN MEDIA SECTION AS YOU RECEIVE THEM						

THEN CARRY OUT THE FOLLOWING:	
INSTRUCT SOLS	✓
Memo Sent Milestone auto updates with date once memo of sale sent out of system	✓
Send Email/checklist to Tracy Walker to check file for compliance	23/10/23 ✓ <u>Walker</u>
Order SOLD Slip / In Two Weeks? Order Special Board	✓
Change Window/Wall Display to SOLD	✓
Add to BIS Online	✓
Inform Interested Parties	✓
SCAN CHECKLIST ONTO LIFESYCLE IN PRIVATE FILES SECTION IN MEDIA ONCE COMPLETED	