



SELLER'S PROPERTY SALE CHECKLIST

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1. BEFORE LISTING YOUR PROPERTY

- ☐ Choose a qualified Property Practitioner
- ☐ Verify the Property Practitioner's FFC registration
- ☐ Request a Comparative Market Analysis (CMA)
- ☐ Understand current market conditions
- ☐ Decide on a realistic asking price
- ☐ Understand commission structures
- ☐ Decide on Sole or Open Mandate
- ☐ Sign a written mandate
- ☐ Prepare all required documentation



2. PROPERTY DOCUMENTS

- ☐ South African ID
- ☐ Proof of ownership
- ☐ Municipal account
- ☐ Levy statement (if applicable)
- ☐ Bond account details
- ☐ Building plans
- ☐ Occupancy certificates (where applicable)
- ☐ Homeowners Association documentation
- ☐ Electrical Compliance Certificate (COC)
- ☐ Electric Fence Compliance Certificate
- ☐ Gas Compliance Certificate (if applicable)
- ☐ Beetle Certificate (where applicable)
- ☐ Solar installation certificates (if applicable)
- ☐ Approved alterations
- ☐ Warranties and guarantees
- ☐ Previous sale agreement (if applicable)



3. PROPERTY PREPARATION CHECKLIST

EXTERIOR

- ☐ Cut the lawn
- ☐ Trim trees and hedges
- ☐ Remove weeds
- ☐ Pressure clean paving
- ☐ Paint boundary walls
- ☐ Repair fencing
- ☐ Clean gutters
- ☐ Repair roof defects
- ☐ Wash windows
- ☐ Remove unnecessary outdoor items
- ☐ Clean swimming pool
- ☐ Improve street appeal



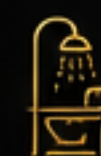
INTERIOR

- ☐ Deep clean property
- ☐ Remove clutter
- ☐ Declutter cupboards
- ☐ Repair damaged ceilings
- ☐ Repair wall cracks
- ☐ Repair damp
- ☐ Repaint where necessary
- ☐ Replace broken bulbs
- ☐ Repair doors
- ☐ Repair windows
- ☐ Replace damaged handles
- ☐ Repair cupboards
- ☐ Repair flooring
- ☐ Clean skirting boards
- ☐ Remove personal photos
- ☐ Neutralise décor
- ☐ Eliminate odours
- ☐ Service air conditioning (if applicable)



KITCHEN

- ☐ Repair cupboard doors
- ☐ Tighten handles
- ☐ Replace broken hinges
- ☐ Repair plumbing leaks
- ☐ Deep clean appliances
- ☐ Clean extractor fan
- ☐ Replace cracked tiles
- ☐ Seal countertops
- ☐ Organise pantry



BATHROOMS

- ☐ Repair leaking taps
- ☐ Repair leaking toilets
- ☐ Replace silicone sealant
- ☐ Repair grout
- ☐ Clean mirrors
- ☐ Remove mould
- ☐ Improve ventilation
- ☐ Remove damaged accessories
- ☐ Ensure hot water works properly



4. HOME STAGING CHECKLIST

- ☐ Open curtains
- ☐ Maximise natural light
- ☐ Switch on lights
- ☐ Make all beds
- ☐ Add fresh flowers
- ☐ Add indoor plants
- ☐ Create a welcoming entrance
- ☐ Keep pets away during viewings
- ☐ Remove excess furniture
- ☐ Keep surfaces clear
- ☐ Lightly fragrance the home
- ☐ Ensure the property is spotless



5. SECURITY CHECKLIST

- ☐ Alarm operational
- ☐ Electric fence operational
- ☐ CCTV operational
- ☐ Intercom working
- ☐ Garage motors working
- ☐ Gate motors working
- ☐ All remotes available
- ☐ Spare keys available



6. BEFORE PHOTOGRAPHY

- ☐ Vehicles removed
- ☐ Bins hidden
- ☐ Garden watered
- ☐ Curtains opened
- ☐ Lights switched on
- ☐ Toilet lids closed
- ☐ Towels neatly folded
- ☐ Kitchen counters cleared
- ☐ Beds perfectly made
- ☐ Mirrors cleaned
- ☐ Windows cleaned
- ☐ Pets removed



7. BEFORE VIEWINGS

- ☐ Property cleaned
- ☐ Air conditioners switched on (if needed)
- ☐ Comfortable room temperature
- ☐ Lights on
- ☐ Curtains open
- ☐ Quiet environment
- ☐ Secure valuables
- ☐ Remove confidential documents
- ☐ Keep pets away
- ☐ Ensure easy property access



8. FINANCIAL CHECKLIST

- ☐ Outstanding municipal accounts settled
- ☐ Levy account up to date
- ☐ Rates and taxes up to date
- ☐ Bond settlement figure requested
- ☐ Homeowners Association account up to date
- ☐ Compliance certificate costs budgeted
- ☐ Agent commission understood
- ☐ Attorney costs understood
- ☐ Occupational rent understood (if applicable)
- ☐ Capital Gains Tax implications discussed with a tax professional (where applicable)



9. AFTER RECEIVING AN OFFER

- ☐ Review the Offer to Purchase carefully
- ☐ Confirm purchase price
- ☐ Review deposit amount
- ☐ Confirm bond approval conditions
- ☐ Review occupation date
- ☐ Review occupational rent
- ☐ Review suspensive conditions
- ☐ Review included fixtures and fittings
- ☐ Understand cancellation clauses
- ☐ Accept or negotiate the offer



10. DURING THE TRANSFER PROCESS

- ☐ Appoint transfer attorneys (where applicable)
- ☐ Submit FICA documentation
- ☐ Sign transfer documents
- ☐ Arrange compliance inspections
- ☐ Arrange bond cancellation (if applicable)
- ☐ Provide keys and remotes
- ☐ Keep municipal accounts active until registration
- ☐ Cooperate with conveyancers
- ☐ Keep the property insured until registration



11. HANDOVER CHECKLIST

- ☐ Final property inspection completed
- ☐ Property professionally cleaned
- ☐ Remove all personal belongings
- ☐ Leave appliance manuals
- ☐ Leave warranty documents
- ☐ Hand over all keys
- ☐ Hand over remotes
- ☐ Hand over access cards
- ☐ Provide alarm codes
- ☐ Provide gate codes
- ☐ Provide utility meter readings
- ☐ Confirm occupation arrangements

T&A PROPERTY GROUP SELLER ADVICE

“Your property enters the market only once. First impressions influence buyer interest, viewing requests and ultimately the final selling price. A professionally prepared, strategically marketed and correctly priced home attracts stronger offers and sells faster.”

