



PRACTICAL GUIDE

Post-Settlement First 30 Days

Insurance, utilities, locks, mail redirect, council, water, the admin checklist for the month after you get keys.

Week 1

- Change locks and security codes.
- Connect utilities (electricity, gas, internet, water if not auto).
- Update electoral roll, drivers licence, Medicare address.
- Mail redirect set up via Australia Post.

First month

- Council Notice of Acquisition lodged (conveyancer handles).
- Land tax assessment update if applicable.
- Insurance: building active, contents added.
- Smoke alarms tested; replace batteries if older than 12 months.

Maintenance scheduling

- Annual termite inspection (Victoria-wide best practice).
- Gutter clean before autumn leaf drop.
- Air-con and heating service every 2 years.
- Hot water service flush annually.

Document filing

- Section 32, contract of sale, settlement statement filed.
- Building & pest report retained for 7 years.
- Owners corporation documents (if applicable) filed.
- Tax records (depreciation schedule if investment) filed permanently.

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