



PRACTICAL GUIDE

Pre-Settlement Inspection Checklist

The final walk-through, room by room. Inclusions, condition, repairs, meter readings, print it and tick it.

Timing

- Schedule 5 to 7 days before settlement, not the night before.
- Allow 60 to 90 minutes; this is your last chance to flag issues.
- Bring contract, inclusions list, and inspection photos for comparison.

Functional checks

- Every tap, toilet, light switch, power point.
- Heating, cooling, hot water service all run for 5 minutes.
- Doors, windows, locks operate cleanly.
- Smoke alarms test.

Inclusions verification

- Every chattel listed in contract still present.
- Solar inverter, EV charger, irrigation controller present and functional.
- Garage remote, mailbox key, gate keys handed over.
- Pool equipment, garden tools listed in contract.

If something is wrong

- Photograph and document immediately.
- Notify your conveyancer in writing same day.
- Vendor may rectify before settlement or settlement may be adjusted.
- Do not refuse to settle without legal advice; consequences are severe.

This guide is published by BuyerHQ for educational purposes only and is not legal, financial, or tax advice. Always engage a Victorian-licensed conveyancer, mortgage broker, or accountant for advice on your specific situation.