



## Pre-Settlement Inspection Checklist

Buying your first home is exciting, but the final steps before settlement can feel overwhelming. A pre-settlement inspection is your opportunity to complete a final check of the property before it officially becomes yours.

This checklist is designed to help you stay organised and understand what to look for during your inspection. It can help you confirm the property is in the agreed condition, check that included items remain in place, and identify any issues that may need to be raised before settlement.

### Before you go: review your contract

Before your inspection, take time to review your contract. This helps you understand what you are checking against, rather than relying on memory from the first viewing.

Pay close attention to:

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- Fixtures, fittings and chattels included in the sale
- Any special conditions
- Agreed repairs or works
- Items that must be completed before settlement
- Whether vacant possession applies
- Notes, photos or documents from earlier inspections

Bring your notes, photos, and relevant documents to the inspection. A checklist is useful, but your contract is the key reference point. It shows what was actually agreed between you and the seller.

### What to do if something is wrong

If something does not look right during your pre-settlement inspection, stay calm and document it clearly. Take photos and videos, then write down the date and time of the inspection while the details are fresh.

Next, compare the issue against your contract and any special conditions. This will help you understand whether the concern relates to an agreed repair, a missing inclusion, new damage or something that may have already existed when the contract was signed.

If you need help, contact our team for support:



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## Check the overall condition & general cleanliness

Walk through every room and compare the property to the condition it was in when the contract was signed. You are looking for obvious changes, damage or missing items.

### Check for:

- New marks, holes or damage to walls
- New stains, tears or damage to carpets
- Cracked tiles or damage to the flooring
- Scratches, dents or damage to floorboards
- Broken doors, windows or screens
- Ceiling damage or signs of leaks
- Damage caused while the seller was moving out
- Anything that looks different from your earlier inspection

## Check fixtures, fittings and inclusions

Confirm that all agreed inclusions are still at the property. Do not assume something is included just because it was there during the first viewing.

### Check for:

- Light fittings
- Curtains, blinds or shutters
- Dishwasher
- Built-in shelving
- Pool or spa equipment
- Garage remotes
- Alarm systems
- Air conditioning units
- Reticulation controls
- CCTV systems
- Built-in speakers or intercom systems
- Smart home systems,

## Test appliances, plumbing and electrical items

Test included appliances and basic fixtures where it is safe and practical to do so.

### Check for:

- Lights and ceiling fans
- Included kitchen appliances
- Air conditioning or heating
- Accessible power points
- Taps and water pressure
- Hot water
- Toilets
- Showers, drains and visible plumbing fixtures

**Do not** investigate electrical, plumbing or structural concerns yourself. If something appears unsafe or unusual, make a note, take photos and raise it with your settlement agent or lawyer.



## Check doors, windows, locks and access

Make sure you can properly access and secure the property.

### Check:

- Internal and external doors
- Windows and window locks
- Security screens and flyscreens
- Sliding doors
- Garage doors
- Gates
- Letterbox keys
- Garage remotes
- Access cards or codes

If the property has an alarm system, smart lock, gate code or shared access point, confirm how access will be handed over at settlement.

## Outdoor areas

Do not forget to inspect the outside of the property. Outdoor areas can be easy to overlook, especially if you are focused on the inside of the home.

### If included, Check:

- Fences and gates
- Reticulation or sprinkler systems
- Pool or spa equipment
- Sheds and external storage areas
- Outdoor taps
- Letterbox and letterbox key
- Outdoor lights, where safe and practical
- Obvious signs of pests, such as droppings, nests, damage or unusual odours

## Check agreed repairs and special conditions

Review any repairs, works or special conditions included in the contract. Check whether all issues are fixed prior to the settlement date.

### Look for:

- Repairs that were agreed in writing
- Work that appears unfinished
- Missing evidence, invoices or warranties where relevant
- Items that do not match what was agreed
- Special conditions that have not been met