



STEP-BY-STEP GUIDE TO THE SELLING PROCESS IN QUEENSLAND

Selling a property in Queensland involves a structured process governed by state legislation and best practices. This guide provides a clear breakdown of each key stage so you know what to expect and how to prepare.



STEP 1: DECIDE TO SELL & GET ORGANISED

- Determine your ideal timeframe
- Consider your financial position and any mortgage obligations
- Utilize our [Buying & Selling Costs Calculator](#) to assess affordability and identify additional costs
- Engage a qualified real estate agent (check licensing via OFT QLD)
- Gather relevant documents (title deed, past building approvals, insurance info, etc.)



STEP 2: PROPERTY APPRAISAL & AGENT SELECTION

- [Request a market appraisal](#) from one or more agents
- Review their marketing strategy, commission, terms, and conditions (Form 6)
- Ask whether your agent provides any performance guarantees
- Clarify who will be handling all aspects of your sale — the agent themselves or supporting staff
- It's important to meet and feel confident in everyone representing you and your property
- Understand the agent's obligations under the [Property Occupations Act 2014](#)
- Choose your agent and sign a Form 6 Appointment of Agent



STEP 3: PREPARE YOUR HOME FOR SALE

- Complete repairs or maintenance to improve presentation
- Declutter and deep clean interiors and outdoor areas
- Consider professional styling or virtual staging
- Arrange [smoke alarm compliance](#) and [pool certificates](#) (if applicable)



STEP 4: LEGAL READINESS & CONTRACT PREPARATION

- In most cases, the agent prepares the Contract of Sale, with final review by a solicitor or conveyancer
- Ensure the contract includes:
- Disclosure of known defects, encumbrances or unapproved structures
- A clear list of included and excluded chattels and fixtures (prepare this early)
- Organise a pre-sale building and pest inspection (optional but recommended)



STEP 5: LAUNCH YOUR MARKETING CAMPAIGN

- Approve professional photography, floorplans, and drone imagery
- Your agent will list the property on portals (e.g. realestate.com.au, Domain)
- Social media advertising, email alerts, and signage go live
- Open homes or private inspections commence



STEP 6: RECEIVE AND NEGOTIATE OFFERS

- Offers may be received verbally or via a letter of offer, but these are not legally binding
- Contracts only become binding once signed by all parties and dated, and remain subject to conditions
- Your agent will present all offers and provide guidance
- You can accept, reject, or counter-offer
- Once accepted, buyer signs the contract and pays a deposit



STEP 7: UNDER CONTRACT & CONDITIONAL PERIOD

- Buyer's solicitor conducts due diligence
- Conditions may include:
- Finance approval (typically 14 days)
- Building & Pest Inspection
- Cooling-off period (5 business days unless waived)
- Once all conditions are satisfied, the contract becomes unconditional



STEP 8: PRE-SETTLEMENT & FINAL PREPARATIONS

- Book removalists and prepare to vacate
 - Attend to any agreed repairs
 - Buyer will conduct a pre-settlement inspection
- Final meter readings (electricity, gas, water)



STEP 9: SETTLEMENT DAY

- Legal representatives coordinate fund transfers and final documents
- Ownership officially changes hands
- Keys are handed over via your agent or solicitor