

Open Home Checklist

Take the same questions to every viewing. Notice what works for your life, then separate what you can see from what needs proper investigation.

Before you head out

- ☐ Confirm your budget and pre-approval position with your bank or mortgage adviser. Pre-approval may have conditions, an expiry date and property-specific requirements.
- ☐ Bring this checklist, a pen, your must-have list and a tape measure. Ask permission before taking photos or opening cupboards; respect the occupants' privacy.
- ☐ Check the viewing time, method of sale and key dates. Allow time to walk the street and compare the home with other options.

Ask for the property information

- ☐ Request the title, available LIM or council property file, chattels list and draft sale agreement. Availability does not mean the documents are complete or suitable for your needs.
- ☐ Ask about renovations, consent records, known issues, maintenance and any available building reports. Your own lawyer and inspector should advise what can be relied on.
- ☐ Confirm any body corporate, cross-lease, shared access, easements or covenants. Ask for relevant records and running costs where applicable.

Property address / method of sale / viewing date

Look beyond the styling

An open home is a first look, not a building inspection. Record questions rather than assuming a freshly painted surface or tidy room tells the whole story.

Inside the home

- ☐ Test the layout against your routine: furniture, room sizes, storage, working from home and access between living areas and outdoors.
- ☐ Notice natural light and the direction living areas face. Ask about winter sun, heating, insulation and ventilation rather than assuming a sunny viewing reflects every season.
- ☐ Look for visible staining, condensation, musty smells, cracks or recent repairs. Ask what caused them; only a qualified assessment can establish condition or cause.
- ☐ Note kitchen, bathroom, window and flooring condition, and confirm which appliances and other chattels stay. Do not test equipment without permission.

Outside and around the street

- ☐ Check parking, garaging, access, fences, decks, retaining and visible drainage. Assess whether the outdoor space is usable for your needs.
- ☐ Visit the street at different times to understand traffic and noise. Check your actual routes to work, shops, the beach and other everyday destinations.
- ☐ Check school enrolment zones for the exact address with the school or Ministry. Review council hazard information, the LIM and insurance availability with your advisers.

What works well? What would you need to investigate?

General guidance only. Obtain legal, finance, building and other professional advice for your circumstances.

Before you commit

Compare homes on evidence and practical fit. An asking price is not proof of value, and the highest level of excitement is not always the best reason to offer.

Your next checks

- ☐ Compare genuinely similar recent sales, not just asking prices. Keep a separate list of must-haves, optional improvements and issues needing specialist advice.
- ☐ Have your lawyer review the agreement, title, LIM and relevant records. Arrange independent building, finance and insurance checks appropriate to the property.
- ☐ For negotiation, deadline sale or tender, agree with your lawyer what conditions and timeframes you need. Do not assume you can complete checks after acceptance unless the agreement allows it.
- ☐ If bidding at auction, complete due diligence and confirm finance before bidding. A successful auction purchase is generally unconditional under the auction terms. A pre- or post-auction negotiated offer follows its own agreed terms.
- ☐ Ask about the vendor's preferred settlement timing and deposit requirements. If you proceed, confirm all deadlines and settlement steps with your lawyer.

Talk with Duncan and Ashleigh

Buying, selling or weighing up your options? Talk through your next step with us. For sellers, request a free, no-obligation property appraisal by phone or email.

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