ALTO PROPERTY

SELLER'S HANDBOOK · QUEENSLAND

# The Complete Guide to **Selling Your Property**

A step-by-step handbook for South East Queensland homeowners — from your first appraisal to settlement day, including the 2025 seller-disclosure rules every QLD seller must now follow.

Brisbane & South East Queensland

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INTRODUCTION

# Selling with **confidence**

Selling your property is one of the biggest financial decisions you'll make. Done well, it's smooth and rewarding. This handbook walks you through the entire Queensland selling journey so you know exactly what to expect at each stage — and how to get the best possible result.

Queensland's selling process changed meaningfully in 2025. New **seller-disclosure obligations** under the *Property Law Act 2023* now apply to every residential sale, and getting the paperwork right from day one protects your sale from falling over later. We've built those requirements into this guide so nothing catches you by surprise.

## What's inside



### New in Queensland — since 1 August 2025

Before a buyer signs a contract, sellers of residential property must give them a **Form 2 Seller Disclosure Statement** plus a set of prescribed certificates. Miss a required document and the buyer can walk away — right up until settlement. We cover exactly what's needed in Section 5.

SECTION 01

# The Queensland **selling journey**

Most Queensland sales follow the same nine stages. Knowing the road ahead helps you make calm, informed decisions at every turn.

1

### Appraisal & strategy

A local agent assesses your property against recent comparable sales and current buyer demand to establish a realistic price range and the best sale method (private treaty or auction).

2

### Appoint your agent (Form 6)

You formally appoint the agency using a Property Occupations **Form 6**, which sets the commission, marketing budget and appointment term. Nothing goes to market until this is signed.

3

### Prepare the property

Declutter, complete minor repairs, and consider styling. Professional photography and a copywritten listing are prepared for launch.

4

### Assemble your disclosure pack

Your solicitor or conveyancer prepares the **Form 2 Seller Disclosure Statement** and the prescribed certificates so they're ready before the first offer.

5

### Go to market

Your property launches across the major portals, social media and the agency database. Inspections and open homes begin.

6

### Offers & negotiation

Your agent qualifies buyers, presents offers, and negotiates price and terms on your behalf to maximise your result.

7

### Contract signed

Once you accept, both parties sign the contract of sale. The buyer's **5-business-day cooling-off period** begins when they receive the signed contract.

8

### Conditions satisfied

The buyer works through any conditions — typically finance approval and a building & pest inspection — within the agreed timeframes.

9

### Settlement

Usually 30–60 days after signing, the balance is paid (electronically via PEXA), title transfers, and you hand over the keys.

SECTION 02

# Preparing your **property**

First impressions set the price. A well-presented home attracts more buyers, stronger emotional connection and, ultimately, better offers — often for a modest outlay.

## Presentation checklist

- ✓ Declutter and depersonalise every room
- ✓ Fix the small stuff — leaks, squeaks, chips
- ✓ Maximise natural light; replace dim globes
- ✓ Style key rooms — living, master, kitchen
- ✓ Deep clean, including windows and grout
- ✓ Refresh paint in tired or bold rooms
- ✓ Tidy gardens, mow, mulch, pressure-wash
- ✓ Neutralise odours; add fresh greenery

> **Where your dollars work hardest**
>
> Kerb appeal, the kitchen and the main bathroom drive the strongest buyer response. You rarely need a renovation — clean, decluttered and well-styled beats expensive and cluttered every time.

## Photography & marketing

Over 90% of buyers begin online, so professional photography is non-negotiable. A strong campaign combines quality images, floorplans, a compelling written listing, portal placement (realestate.com.au and Domain), social media and the agency's own buyer database.

SECTION 03

# Pricing & **appraisal**

Price is set by the market, not by hope. The right guide price attracts competition; an inflated one lets buyers pass you by while the listing goes stale.

## How your value is determined

A **Comparative Market Analysis (CMA)** weighs your property against recent comparable sales, current competing listings, and the pace of buyer demand in your suburb. It accounts for your home's position, condition, land size, aspect and improvements.

- **Recent sales** — what similar homes actually sold for, not asking prices.
- **Current competition** — what buyers can choose from right now.
- **Market momentum** — days on market, clearance and buyer enquiry.
- **Method of sale** — auction can suit high-demand markets; private treaty suits most.

**Beware over-quoting**

An agent who "buys the listing" with an inflated price does you no favours. The first three weeks attract the most attention — price it right from launch and let genuine competition set the ceiling.

SECTION 04

# Choosing your **agent**

Your agent is your negotiator, marketer and guide. In Queensland, the appointment itself is a legal document — the Property Occupations **Form 6** — and it's worth understanding before you sign.

## The Form 6 appointment

Under the *Property Occupations Act 2014 (Qld)*, an agent must have a properly completed and signed **Form 6 (Appointment of Property Agent)** before they can act — and before they can lawfully claim commission. It sets out exactly what you're agreeing to.

| WHAT THE FORM 6 SETS | WHAT TO CHECK |
|---|---|
| Commission | The rate, and whether GST is included or excluded. There is **no fixed or capped rate** in Queensland — it's negotiable. |
| Marketing costs | What's approved, the amount, who pays, and whether it's payable even if the property doesn't sell. |
| Appointment term | For a sole/exclusive residential appointment the maximum is **90 days**. |
| Rebates | Any rebate, discount or commission the agent receives on your marketing must be disclosed. |

**Ask before you sign**

Read the Form 6 in full. Confirm the commission, the total marketing spend, and how costs are treated if the home doesn't sell. A good agent will happily walk you through every line.

## Questions worth asking

- How many comparable properties have you recently sold in my area?
- What's your marketing plan, and what does it cost?
- How will you communicate with me, and how often?
- What's your recommended price range — and the evidence behind it?

SECTION 05

# The **legals**

Queensland's paperwork protects both sides — and since 2025, seller disclosure is front and centre. Get these three things right and your sale stays on solid ground.

### 1 · Seller Disclosure (Form 2) — mandatory since 1 August 2025

Under the *Property Law Act 2023*, before a buyer signs a contract you must give them a **Form 2 Seller Disclosure Statement** together with a bundle of prescribed documents. The statement discloses key facts about the property, including:

- Registered and unregistered **encumbrances** affecting the property;
- The property's **zoning**;
- Any **residential tenancy** in place;
- The most recent **rates and water** assessments;
- For community-title / body-corporate schemes, a body corporate certificate and the community management statement;
- Relevant notices under other legislation (e.g. building, planning and environmental).

> **Why this matters**
>
> There is **no transition period**. If the disclosure pack is incomplete or inaccurate, the buyer may be able to terminate the contract — potentially right up to settlement. Your solicitor or conveyancer should prepare it *before* you go to market so it's ready for the first serious buyer.

### 2 · The contract of sale

Once you accept an offer, both parties sign the standard REIQ/ADL contract. It records the price, deposit, settlement date and any conditions (commonly finance approval and a building & pest inspection). Your conveyancer manages the process from here.

### 3 · The cooling-off period

Residential contracts in Queensland carry a **5-business-day cooling-off period** for the **buyer**. It starts the day the buyer receives the signed contract and ends at 5pm on the fifth business day.

- The buyer may terminate within that window — the seller cannot.
- If the buyer cools off, the seller may retain a penalty of up to **0.25% of the purchase price**, refunding the balance of the deposit.
- Contracts formed at auction (or on the same day as a properly conducted auction) generally have **no** cooling-off period.

SECTION 06

# The costs of **selling**

Budgeting up front means no surprises at settlement. Actual figures vary with your property, agency and campaign — your agent will give you a tailored estimate.

| COST | WHAT IT COVERS | NOTES |
|---|---|---|
| **Agent's commission** | The agency's fee for selling, usually a % of the sale price. | Negotiable in QLD; confirmed in the Form 6. GST applies. |
| **Marketing / advertising** | Photography, portal listings, signboard, social, floorplan. | Often paid up front or at settlement; set in the Form 6. |
| **Conveyancing / legal** | Your solicitor or conveyancer, incl. seller disclosure prep. | Fixed fee or hourly; get a quote early. |
| **Styling / presentation** | Optional staging, minor repairs, cleaning, gardening. | Discretionary — spend where it lifts value. |
| **Mortgage discharge** | Your lender's fee to release the title. | Applies if there's a loan against the property. |

**A note on adjustments**

At settlement, council rates, water and (if applicable) body-corporate levies are apportioned between you and the buyer to the settlement date. Your conveyancer handles these adjustments.

SECTION 07

# Settlement & **moving on**

The finish line. In the weeks between contract and settlement, a few simple steps keep everything on track.

- **Stay reachable.** Your conveyancer and agent may need documents or signatures quickly.
- **Prepare for the buyer's inspections.** Allow access for building & pest and, later, the pre-settlement inspection.
- **Keep the property as sold.** Fixtures and inclusions must match the contract at handover.
- **Organise your move & utilities.** Redirect mail, and arrange disconnection/connection dates.
- **Settlement day.** Funds transfer electronically (PEXA), title passes to the buyer, and keys are handed over — usually via your agent.

**After settlement**

Your loan (if any) is discharged from the proceeds, the balance is paid to you, and the sale is complete. Congratulations — you've sold.

## Ready for your **free appraisal?**

Every property and every market is different. The best next step is a no-obligation appraisal from a local specialist who knows your suburb — with a realistic price range and a clear plan to get you there.

**Book your free appraisal at altoproperty.com.au/selling**

**ALTO Property** · Brisbane & South East Queensland
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**Disclaimer:** This guide is general information for Queensland residential property sellers and is current as at 2026. It is not legal, financial or taxation advice and does not take account of your personal circumstances. Legislation and requirements change — in particular, seek advice from a licensed solicitor or conveyancer about your seller-disclosure obligations under the Property Law Act 2023 (Qld) and about your specific contract. ALTO Property recommends obtaining independent professional advice before making any decision. 