

AUCTION CHECKLIST

AUCTION CHECKLIST FOR AGENTS



PRE AUCTION

Book your Auction

- ☐ As soon as you have secured the listing, get in touch with our team to lock in your preferred Auctioneer, Date and Time.

Prepare a Plan to Execute

- ☐ Prepare an auction strategy and manage your auction campaign timeline.
- ☐ Ensure all necessary documents, including contracts and auction paperwork are organised and ready. All our Registration Documents can be found under the **Forms** section on our website www.auctionworks.com.au
Our Auctioneers also carry Bidders Cards if required.

Communicate with your Buyers

- ☐ Have you sent your buyers a copy of our Pre Auction Checklist? Ensure your buyers are prepared and ready to bid on auction day.
- ☐ Confirm how they will be bidding. Are they going to be attending the auction, be bidding over the telephone or online? Are your buyers going to bidding in their own personal name, on behalf of another person or on behalf of a company/entity? Ensure they complete the necessary Authority prior to auction day. You can find a copy of this form under the **Forms** section on our website - www.auctionworks.com.au
- ☐ Confirm how your buyers will be paying for the deposit if they are the successful purchaser/s.
- ☐ Send text messages to your potential buyers a day or two prior to auction day to confirm they are still attending, wishing them luck and reminding them of the auction details.

DAY OF AUCTION

- ☐ Display auction signage – Position clear, visible signage to direct attendees to the auction location.
- ☐ Dress appropriately - Wear professional attire suitable for the occasion and weather conditions.
- ☐ Contact your vendors - Personally reach out to your vendor/s via text or phone on the morning of the auction to wish them luck and provide any last minute reassurances.
- ☐ Ensure early arrival to oversee preparations and handle any last minute arrangements.
- ☐ Ensure the property is auction-ready (if the auction is Onsite) – Ensure the property is presented impeccably, with styling complete and the home clean, tidy and ready for inspection by prospective buyers.

Prepare Support Staff with Documentation

- ☐ Brief support staff (if any) on their roles and responsibilities during the auction. It's important to have a great team behind you to ensure the day runs as smoothly as possible.
- ☐ Ensure they have all the necessary documentation and are familiar with the auction process.

Meeting with Vendor

- Have a final meeting with the vendor/s to confirm any last minute details, answer questions and provide support. Our Auctioneers will meet with your vendor/s and will also be able to answer any questions.
- Ensure the vendor/s have set a reserve price and completed and signed the Reserve Form. The completed Reserve Form must be presented to the auctioneer prior to the commencement of the auction. Our Reserve Form can be found under the **Forms** section on our website www.auctionworks.com.au

Finalise The Game Plan

- Confirm the game plan with the Auctioneer and any other involved parties.
- Go over the order of events, bidding strategies and any specific instructions.
- Double check all details with the Auctioneer such as starting bid, reserve price and any special conditions.
- Execute the plan as per the agreed strategy.

Work the Auction Floor

- During the auction, maintain control, facilitate bidding and communicate clearly with both vendor/s and bidders.
- Stick to your game plan as discussed with your Auctioneer and vendor/s. Our Auctioneers are well equipped to deal with anything that may arise during the auction so keep your Auctioneer informed of any situations or changes throughout the auction.

POST AUCTION

- After the auction, communicate the results promptly with your purchaser/s and vendor/s. If a property has Passed In, explain the next stages to both vendor/s and potential buyers.
- Thank all your buyers for attending and participating in the auction.
- Handle post auction procedures efficiently and professionally - this includes overseeing the exchange of contracts, ensuring they have been signed by all necessary parties and that the contract is dated correctly.

The agreed deposit must be collected on the day. It is critical that contracts are fully exchanged by 11:59pm on the day of auction to formalise the sale and ensure compliance with legal obligations.

Prompt and accurate handling of these steps protects all parties involved and upholds the integrity of the auction process.

All the best for a successful Auction Day!

Remember, your Auctioneer is just a call away, please don't hesitate to reach out if you need support before, during or after the auction!