

WHAT HAPPENS WHEN YOU PURCHASE A PROPERTY?

WHAT WE DO

WHAT YOU SHOULD DO

Receipt of Contract

- We call you to confirm we received the Contract.
- We open your file and review the Contract. If you have not yet signed it, we may recommend improvements.
- We send you a letter outlining the details of the Contract dates and documents for your signature.
- We order Title and Registered Plan Searches to confirm the property details for you.
- We write to the Seller's solicitors to notify them that we are acting for you.
- We prepare transfer documents and forward them to the Seller's solicitors for the Seller to sign.
- We will ask you if you would like to use PEXA to settle electronically, or not.

- Take out building and public liability insurance. The property is at your risk from 5pm on the first business day after the Contract Date.
- Organise building and pest inspections - let us know the results before the due dates. We can recommend an inspector if you don't have one.
- Organise your finance application and let us know your financier's details.
- Attend our office with your original ID documents so that we can verify your identity.
- Sign the PEXA Client Authorisation Form before one of our staff members (if required).

Going Unconditional

- We contact you to confirm whether you have obtained finance and are satisfied with your building and pest inspections (as well as to discuss the outcome of any other conditions under the Contract).
- If you require more time under any condition of the Contract, we may seek extensions from the Seller.
- Otherwise, once the Contract conditions are satisfied the Contract goes unconditional and we prepare for settlement.
- We will send you stamp duty forms to complete and return to us.

- Return the stamp duty forms we will send you.
- Arrange to sign your mortgage documents with your financier.

Leading to Settlement

- We order any remaining searches and send you a letter summarising and attaching the searches performed.
- We prepare settlement figures and confirm these with you.
- We book settlement with your financier and the Seller.
- We stamp the Contract based on the stamp duty forms you have returned to us.

- Review the search report and the settlement figures.

Before Settlement

- Once confirmed with the Seller's solicitors, we advise your financier the cheque details required for settlement.
- We let you know what time settlement is to occur.

- Organise or confirm removalist if required.

Settlement

- We attend settlement and exchange the bank cheques for the fully signed transfer documents. If PEXA is being used, this step is done electronically.
- We let the real estate agent know that settlement has occurred and that they can release the keys to you.
- Your financier will collect the signed transfer documents and will attend to registration with the Titles Office. If PEXA is being used, the transfer documents will be lodged automatically following settlement.

- Don't worry about calling us... we will call you to let you know your house has settled as soon as we are done.
- After we call, you can go and pick up your keys to your new home.

After Settlement

- We send you a final letter with a copy of the final settlement statement and stamped Contract.

- Sit back, relax and enjoy your new home... that is of course after you do all the heaving moving!