

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 a Title and Registered Plan Searches.
- We write to the Seller's solicitors to notify that we are acting for you and prepare transfer documents and forward them to the Seller's solicitors for the Seller to sign.

- Take out building and public liability insurance.
- 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 details of your financier's details.

Going Unconditional

- We seek extensions of your finance and building and pest inspections if required, sometimes there can be delays with your bank for example.
- Otherwise, once contract conditions are satisfied the Contract goes unconditional and we prepare for settlement.

- Provide us: Proof of ID and return the stamp duty forms we will send you.
- Arrange to sign your mortgage documents with your financier.

Leading to Settlement

- We order and obtain 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.
- Once confirmed with the Seller's solicitors, we advise your financier the cheque details required for settlement.

- Review the search report and the settlement figures.

Before Settlement

- We let you know the cheque details required for settlement and arrange these with you or your bank.
- Let you know what time settlement is to occur.

- Organise or confirm removalists if required.

Settlement

- We attend settlement and exchange the bank cheques for the fully signed transfer document.
- Send fax to the real estate agent advising settlement has occurred and that they can release the keys to you.
- Stamp the Contract - send stamp duty monies to Office of State Revenue.

- 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

- Send out final letter to you with final settlement statement and your original stamped Contract.

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