



CONVEYANCING SIMPLIFIED STEPS

1

AGREEMENT
CONTRACT

On completion of your **Offer & Acceptance**. Ensure that A1 Conveyancing have a copy to begin the process.

Important:Please **contact** A1 Conveyancing **ASAP** if going away for work or holiday **before settlement**.

NB:Buyers need to ensure contract is with A1 Conveyancing within 2 months of last date of execution.

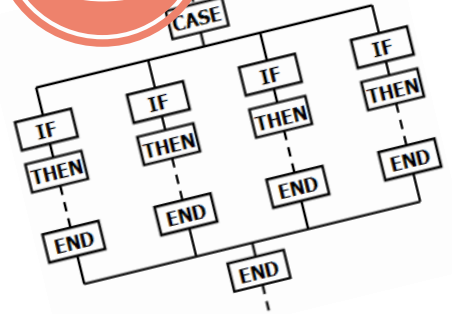
2

HELPING HAND



Complete, sign and return **A1 Conveyancing's Appointment** to enable us to help you. Please additionally attend to the ID and Client Authorisation Form completion.

3



To keep your contract valid, best to meet **ALL conditions on or before their due date**. This might include; **Buyer:**payment of Deposit, Obtain Finance Approval, Sale of another property, Inspections. **Seller:** complete any promises (warrants) ie electrical safety/pool compliance, lease details, etc. Please ensure the Real Estate Agent/**A1 Conveyancing** are informed once completed.

4



Unconditional Documents will include **Buyer;**timely execution of Transfer and New mortgage-unless e-settlement/digital these need to be in 'wet ink' original.

Seller;timely Discharge authority/Security release instruction to Mortgagee authorising the lender to liaise with **A1 Conveyancing**, execution of the same 'wet ink' Transfer and return with **Duplicate Certificate of Title** -if held. NB: Lenders generally want/need **21 days notice to prepare themselves** for settlement. Additional property inquiries can also take that long.

5



Settlement arranged, Pre-Settlement inspection done-if applicable. Rates and taxes balanced to the earlier date of Settlement or Possession, Please inform A1 Conveyancing **if early access** is granted. **Buyer;**New Mortgage &/ contribution funds need to be in place. **Seller;** Outgoing Mortgage needs to be ready, confirmed destination of proceeds.

6



Settlement complete, ALL parties informed. Payments of outstanding (inspections, shire, water, levies & land tax if applicable) sent.. Property access would be arranged via the Real Estate Agent. NB: if Seller lived there immediately before Settlement, access may be delayed to 12 noon day after settlement.



To help explain the generally required steps towards a stress, drama, and hassle free settlement. Please contact our office if you have any specific enquiry.