

What happens when I buy a property?

FLOWCHART



YOUR OFFER HAS BEEN ACCEPTED



YOU REQUEST OUR OFFICE TO ACT ON YOUR BEHALF

WE WILL:

- Advise you we have received the Contracts for your purchase
- Will make an appointment to sign the Contract

YOU NEED TO:

- Liaise with your finance provider to begin the loan approval process

REVIEW AND SIGN CONTRACT OF SALE

WE WILL:

- We review Contract with you to ensure all your interests are protected
- We ensure you are aware of all covenants, easements and/or other restrictions associated with the property
- We forward Contract signed by you to the Vendor's solicitor

YOU NEED TO:

- Review our advice and make sure you understand your obligations

WE REVIEW THE CONTRACT FOR YOU

WE WILL:

- Review the Contract and Vendors Statement
- Ensure there are no outstanding council notices or permits
- Advise you of any notices and/or outstanding notices against the property
- Prepare our advice to you

RECEIVE SIGNED CONTRACT FROM VENDORS SOLICITOR

WE WILL:

- Advise you we have received fully signed Contract
- Forward signed Contract to your finance provider

ENSURE ALL SPECIAL CONDITIONS HAVE BEEN COMPLETED

WE WILL:

- Ensure you have satisfied special conditions relating to:
 - Finance Approval
 - Building or Pest Inspection
 - Soil Test
- Confirm you are happy to proceed

YOU NEED TO:

- Promptly arrange signing of your loan documents

ORDER PROPERTY REPORTS AND SEARCHES

WE WILL:

- Ensure no outstanding debts or rates on the property
- Adjust all outgoing at settlement including council rates and make changes

YOU NEED TO:

- Arrange a pre-settlement inspection (2-7 days out from settlement)

PREPARE ALL LAND TITLES AND STATE REVENUE OFFICES FORMS AND DOCUMENTATION



PREPARE SETTLEMENT STATEMENTS

WE WILL:

- Confirm settlement figures with you
- Liaise with your finance provider to provide funds at settlement

YOU NEED TO:

- Ensure all required shortfall funds are deposited into the appropriate accounts and are ready to be drawn on at settlement

SETTLEMENT

WE WILL:

- Attend settlement
- Advise you of completion of your purchase
- Advise council and water authority of new ownership