What happens when I sell my property?

FLOWCHART



YOU HAVE LISTED YOUR PROPERTY **WITH AN AGENT**



YOU REQUEST OUR OFFICE TO ACT ON YOUR BEHALF



APPOINTMENT TO REVIEW AND SIGN VENDORS STATEMENTS

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- Review Vendors Statement with you to ensure all you interests are protected
- Prepare Contract of Sale and provide to your agent of choice

WE WILL:

- Obtain property information from you
- Order property certificates
- Prepare Vendor's Statement or Section 32
- Provide your chosen agent with a draft Vendors Statement

 Respond to our detailed request for instructions



YOU ACCEPT AN OFFER FROM A PURCHASER



WAIT FOR AGENT TO SELL THE PROPERTY

RECEIVE SALES INSTRUCTIONS FROM AGENT

WE WILL:

- Confirm with you that the terms and conditions of the sale are
- Review any Special Conditions negotiated between the Purchaser and agent
- Prepare Contract of Sale ensuring your interests are protected

APPOINTMENT TO REVIEW AND SIGN CONTRACT

WE WILL:

- Review Contract with you to ensure all you interests are protected with Contract
- Ensure you are fully aware of all the terms and special conditions within the Contract
- Forward Contract to Purchaser's solicitor

RECEIVE SIGNED CONTRACT FROM PURCHASER SOLICITOR

WE WILL:

 Advise you we have received Contract

PREPARE ALL LAND TITLES & STATE REVENUE OFFICES **FORMS AND DOCUMENTATION**



LIAISE WITH YOUR BANK (IF APPLICABLE)

WE WILL:

Prepare discharge of mortgage

YOU NEED TO:

• Sign and return your discharge of mortgage as soon as possible to avoid settlement delays



ENSURE ALL SPECIAL CONDITIONS HAVE BEEN COMPLETED

WE WILL:

- Advise you on whether the purchasers have satisfied conditions relating to:
 - Finance Approval
 - Building or Pest Inspection
 - Soil Test

BOOK IN SETTLEMENT

WE WILL:

- Liaise with Purchaser's solicitor
- Liaise with your bank to pay out
- date and time

YOU NEED TO:

 Provide us with payment directions as to who is to be paid from settlement funds

PREPARE SETTLEMENT **STATEMENTS**

WE WILL:

• Confirm settlement figures with you



SETTLEMENT

WE WILL:

- Advise you of the completion of your sale
- Ensure all funds are deposited into your nominated account(s)
- Advise council and water authority that you have disposed of the property

