

Conveyancing checklist

Selling property



Prepare for Sale

engage Settle Easy to assist with contract preparation and conveyancing

read our Seller's Guide for important information relating to your sale

read our Customer Care Guide and consider any additional property services

appoint a selling agent

Settle Easy obtains required property certificates, searches, and prepares draft contract and disclosure for your review and approval in readiness for sale

arrange advertising and open homes with agent

locate the title deed / certificate of title for your property (if applicable)

Sale

hold an auction or sell by negotiation / private treaty

negotiate terms of contract and accept an offer

Contract

sign contract

obtain confirmation that deposit has been paid

review the Settle Easy Welcome Pack

complete remote verification of identity (100 points required), including passport, driver's license, birth certificate, Medicare card

onboard to the Settle Easy Platform and enjoy the ease of contract management and real time conveyancing updates and communication

complete a discharge authority and provide to your bank (if the property is mortgaged)

Prepare for settlement

review settlement figures with your Settle Easy conveyancer which will provide a summary of funds you will receive at settlement, mortgage payout figure and payment directions

contact utility service providers to disconnect water, gas, electricity and phone connection to the property

ensure your removalist is ready

ensure property is in a neat and tidy condition ready for settlement

set up mail redirection with Australia Post

Settlement day

receive settlement funds and transfer of property title

obtain confirmation from Settle Easy that settlement has taken place

release all keys, access cards and any alarm pin numbers for the property

After settlement

Settle Easy will provide an itemised account including all details relating to your sale

the stakeholder will account to you for any deposit monies held in trust

**Settlement is complete.
Congratulations on your sale!**



Conveyancing checklist

Purchasing property



Finances

arrange deposit

prepare a budget and determine how much you can borrow from the bank

obtain a finance pre-approval from a bank or other financial institution

Purchase

engage Settle Easy to assist with the contract review and conveyancing

read our Buyer's Guide for important information relating to:

- cooling off period and rights
- types of ownership (sole proprietor, joint tenants, tenants in common etc.)
- contract terms and seller disclosure
- eligibility for grants, schemes and concessions
- settlement date, rights and obligations

read our Customer Care Guide and consider any additional property services

ensure that you are aware of the following matters:

- nature of property
- property specifications and measurements
- planning restrictions, restrictive covenants and / or easements
- inclusions and exclusions of fixtures and fittings

negotiate satisfactory terms of contract with agent or seller

provide contract and ancillary documents to Settle Easy for review

Contract

sign contract

pay deposit

arrange a building and pest inspection of the property (if purchasing at an auction, the reports are to be obtained before the auction)

arrange insurance for the property

review the Settle Easy Welcome Pack

complete remote verification of identity (100 points required), including passport, driver's license, birth certificate, Medicare card

onboard to the Settle Easy Platform and enjoy the ease of contract management and real time conveyancing updates and communication

provide copy of signed contract to your bank or finance broker

Prepare for settlement

sign mortgage and attend to finance requirements from your bank or broker

review settlement figures with your Settle Easy conveyancer which will provide a summary of funds required including the purchase price, adjustments, transfer duty, registration fees and other settlement payments

contact utility service providers to arrange water, gas, electricity and phone connection to your property

arrange a final inspection of the property

ensure your removalist is ready

set up mail redirection with Australia Post

Settlement day

payment of funds required and transfer of property title

obtain confirmation from Settle Easy that settlement has taken place

obtain all keys, access cards and any alarm pin numbers for the property

After settlement

contact your lender to obtain any necessary documentation

Settle Easy will provide an itemised account including all details relating to your purchase

**Settlement is complete.
Congratulations on your purchase!**

