

Guide to Selling Residential Property



1 Talk to your Agent

Find and engage a local Real Estate Agent to give you an appraisal and put you home one the market.



3 Contract Preparation

Alert your Conveyancing company that you are putting your property on the market, this will ensure you have a point of contact from the beginning.



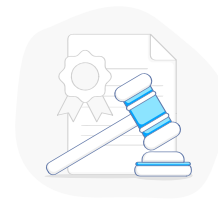
5 Contract Signed

Once the Contract has been signed by all parties, copies of the fully executed contract are to be distributed to all parties so that the Cooling-off period can commence.



2 Talk to your Conveyancer

Alert your Conveyancing company that you are putting your property on the market, this will ensure you have a point of contact from the beginning.



4 Digital Signing

A digital signing option is available for all parties involved and is fast, convenient and ensures correct execution by all parties involved.



6 Notify your Mortgagee

You will need to contact your Financial Institution who you have Mortgage with and complete their release of mortgage forms to start the process of paying out your loan and removing the Mortgage on Title.



7 Complete Conveyancing Documents

Your Conveyancing Team will send you an initial document pack including a comprehensive questionnaire, read the information, complete the docs and send it back at your earliest. This will include signing the Government Land Transfer Document.



9 Allow Access for Building & Pest

Your Real Estate Agent will be in contact with you to arrange a date and time for the Buyers Inspector to access the property.



11 Get Formal Finance Approval

Your Conveyancing Solicitor will receive notice on or before the due date whether the Buyer(s) have received formal Finance approval. Normally a Contract will become unconditional at this point.



13 Organise Disconnection of Utilities

As you move closer towards settlement be sure to contact and arrange your utilities and services to be disconnected by the Settlement date.



8 ID Confirmation

You will need to perform a formal ID check for your Conveyancing process. Your Conveyancing team will provide you with instructions here in this regards.



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10 Building & Pest Condition

Your Conveyancing Solicitor will receive notice on or before the due whether the Building and Pest Inspection was satisfactory or not.



12 Allow Access for the Final Inspection

Your Real Estate Agent will be in contact with you to arrange a date and time for the Buyers to access the property for their Final Inspection. The Final Inspection is a right under the Contract for the Buyer.



14 Book your Removalists

Get packing and book your removalist before the settlement date as you are required to provide vacant possession on settlement.



15 Crunch the Numbers

Your Conveyancer will prepare a Settlement Statement for your approval that outlines the amount of funds to be paid out to complete the transaction on the day of Settlement. If there is a surplus amount of funds your Conveyancing will require your nominated bank account to deposit the proceeds.



17 Settle the Deal

This is when your releasing Financier and Conveyancer attend to settlement of your property transaction along with the Buyers representatives. The money for the property, adjustments and other fees and charges will be transferred, and titles and mortgage documentation lodged and registered with the Government.



16 Drop off the Keys

Collect all your keys and access devices and deliver them to your property agent so that they can be handed over on completion of settlement.



18 SOLD! Time to Celebrate

Time to crack the bubbles, the property is finally sold! Of course, should you have any questions regarding the finality of your transaction, feel free to contact your Conveyancing Team

