

TIPS FOR BUYERS

On your Offer and Acceptance contract you have stipulated a date on which you wish to settle. This could tie in with a job transfer, school holidays, Christmas, New Year etc.,

We understand that there is a reason you have stipulated this date and will do our utmost to ensure this. It is important however that you attempt to complete the following in a timely manner:-

1 SIGN YOUR MORTGAGE DOCUMENTS as soon as possible.

We will forward to your mortgagee the following:-

- i) A copy of the Land Transfer document
- ii) A copy of your Settlement Statement
- iii) A copy of the Certificate of Title pertaining to the property

2 SIGN YOUR LAND TRANSFER document at our office, if convenient.

3 HOUSE INSURANCE, TELSTRA, ALINTA GAS, WESTERN POWER it is your responsibility to ensure all are advised that you will be buying this property at least four working days prior to settlement. We will notify the Council, Office of State Revenue and Water Corporation of change of ownership.

4 WHITE ANT CLEARANCE. If you require a Certificate this should be obtained promptly and we suggest you liaise with your Real Estate agent, or alternatively we can assist you in this matter.

5 It is imperative that **COSTS AND DISBURSEMENTS** as shown on the Settlement Statement are received in this office together with the signed documents as soon as possible. By law you are required to pay the Stamp Duty prior to settlement. Delays caused by late receipt or personal cheques could cause a postponement in settlement and you may possibly incur penalties.

We will arrange the following for you:-

- 1. Title searches and the supporting Plan, Diagram or Strata Plan
- 2. Preparation of the Land Transfer document
- 3. Notify the Water Corporate, Land Tax Department and the Shire of change of ownership
- 4. Notify the Strata Manager of change of ownership and arrange to receive a copy of the Certificate of Currency for the Strata Insurance
- 5. Arrange for the Water meter to be read and ensure that the vendors pay their water usage
- 6. Liaise with your lending authority to forward all necessary documents and arrange your settlement for the due date.

Your Real Estate Agent

Your representative is available to assist where he or she can, but from this point most of the work is in the hands of the Settlement Agent.

You should liaise with your sales representative at least 72 hours prior to settlement so he or she can arrange for the hand over of keys and a final inspection to satisfy any special conditions you may have on your contract. Your representative will also be available to advise of the Vendors expected vacation date.

It should be noted that you are permitted take possession of your new home at 12:00pm, the day following your settlement, unless otherwise arranged with your real estate agent.

Summary

Time is of the essence with any contract but particularly so when buying or selling a property. We understand that this may be the first property you have bought and the procedures may be foreign to you. Please do not hesitate to telephone us, no matter how insignificant you may think the matter is, and we will do our utmost to assist.