

SETTLEMENT FLOWCHART - BUYER

Settlement Agent	You
1. Prior to Signing Contract	
<ul style="list-style-type: none"> Discuss contract conditions Discuss dates for finance/settlement 	<ul style="list-style-type: none"> Find out how much you can borrow Inspect the property – you can download a Checklist at: http://www.houspect.com.au/diy-checklist http://finance.ninemsn.com.au/pfproperty/buying/8123570/buying-a-house-what-to-look-for-inside-the-house Discuss what conditions can be added to the contract to protect your interests – e.g. White Ant / Structural Inspection (remember the real estate agent is working for the seller!) Choose the best settlement agent (not the cheapest) Advise real estate agent of your choice of Settlement Agent
2. Receipt of Contract	
<ul style="list-style-type: none"> Confirm receipt of contract & post Appointment form to buyer/s Advise seller's agent we are acting on your behalf Lodge contract for Assessment of Stamp Duty (within 2 months of contract date) Diarise and follow-up finance approval 	<ul style="list-style-type: none"> Sign & return our Appointment form (confirming proposed shareholding of property) Apply for finance Forward finance approval to real estate agent and settlement agent
3. After Finance Approval	
<ul style="list-style-type: none"> Search property title and check any encumbrances (debts to be paid by seller or restrictions on use of property) Make enquiries with relevant bodies regarding outstanding shire, water rates and land tax Make enquiries with local shire council (i.e. approved structures, health orders, etc). This information may not be received prior to settlement – you may need to make your own enquiries!!!! Ensure conditions on the contract are met Prepare documentation and settlement statement and forward to you for signing 	<ul style="list-style-type: none"> Arrange satisfaction of any conditions for which you are responsible (i.e. White Ant/Building Inspections) Arrange appointment to sign mortgage documents Return our documentation Arrange removalist (if applicable) – remember if property is vacant/tenanted you are entitled to move in straight after settlement. If sellers are living in property they can stay until noon the following day
4. Week Prior to Settlement	
<ul style="list-style-type: none"> Liaise with your Bank/Broker to ensure they are ready for settlement Make adjustments to shire/water rates, strata levies and water consumption Book settlement with your Bank and seller's agent 	<ul style="list-style-type: none"> Make arrangements for your equity to be available at settlement – i.e. any funds required over and above your loan Arrange buildings and contents insurance & forward copy to your Bank Arrange final inspection with the real estate agent . Confirm property complies with RCD/Smoke Alarm regulations. Arrange handover of keys with real estate agent. Request reconnection of services – Telephone, Synergy 131353 & Alinta 131358 Prepare to move (refer to our Movers Checklist)
5. Settlement	
<ul style="list-style-type: none"> Stamp Transfer of Land document Attend settlement For cash purchases receive Certificate of Title, check discharge documents & removal of encumbrances 	<ul style="list-style-type: none"> Nothing – we've done all the hard work for you!
6. After Settlement	
<ul style="list-style-type: none"> For cash purchases lodge Transfer at Landgate (Titles Office) Send final correspondence 	<ul style="list-style-type: none"> Enjoy your purchase Advise others of your Change of Address Recommend TLD Settlements to family & friends
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