

PATHWAY TO BUYING NEW YOUR HOME!

Once you contact our office and ask us to act on your behalf, there is a clear pathway to ensure that your conveyancing transaction is smooth and stress free.

1.

**Your
New Home**

- Obtain pre-approval on your loan
- Find your dream home
- Sign contracts with the agent – make sure you ask for a 10 day cooling off period!
- Agent exchanges the contract
- Apply for your loan
- Contact our office
- Receive and sign you costs agreement and disclosure and return it to our office
- Pay your retainer to our firm
- Authorise / Request reports:
 - Pest Report
 - Building Report
 - Strata Title Report
 - Community Title Report

2.

**Your
Legal Team**

- Meet with us –
- Receive and sign you costs agreement and disclosure and return it to our office
- Pay your retainer to our firm – then the searches are ordered to prepare your contract
- Contract sent to your agent – Marketing begins! (see our tips page to help you get your home ready)
- Buyer found, price agreed
- Contracts exchange by either your agent (cooling off period) or our office (immediately unconditional)
- Contracts become unconditional (cooling off expires)
 - Start packing
 - Book Removalist
 - Notify cancellation date for electricity, gas, phone, home and contents insurance
- Mortgage documents received – book an appointment to see us
- Sign your discharge of mortgage request with you bank or our office

3.

**Day Of
Settlement**

- Purchaser will undertake a final pre-settlement inspection of your home to ensure that all the inclusions have been left and the property is vacant
- Removalist truck packed
- House cleaned and empty (including rubbish)
- Leave alarm codes, remote controls, appliance manuals etc on the kitchen bench
- Move out and leave the property
- Deliver the keys and alarm code to your agent
- Leave NBN box behind

4.

**You Have
Moved**

- Notify people you have moved – how about sending “we have moved” cards to the following organisations and people?
 - Insurance company (Cars, Home & Contents, Bike, Boat)
 - Stock Broker
 - Superannuation Fund
 - Bank / Credit Union
 - Employer
 - Road & Maritime Services (formally RTA)
 - Electoral Role
 - Friends
 - Family

**IF YOU HAVE ANY QUESTIONS
FEEL FREE TO CONTACT US [HERE](#)**