



Purchasing a Property



1. Pre Exchange

- You obtain pre-approval of finance to know your buying power
- You advise us you are considering or have made an offer on a property
- Vendor accepts your offer
- You/we arrange for pre-purchase investigations, including pest and building inspections and strata record inspection (where applicable)
- We provide advice on the Contract and ensure the terms are right for you, then you sign
- When you are happy with your investigations and finance is approved, you are ready to exchange
- You pay the deposit to the Agent and we send the Contract to the Seller's Lawyer for exchange

2. Post Exchange

- Vendor's Solicitor exchanges Contracts
- You may or may not have a 5 day cooling off period
- You sign Mortgage documents with your Lender and insure property
- We conduct Statutory Searches, enquiries and obtain a Survey if required

4. On Settlement Day

- We attend settlement on your behalf

5. Post Settlement

- The Agent is advised of settlement and releases the keys to you
- Your Lender will write to you and have documents registered to transfer the property into your name
- Council, Water Authority and Valuer General will be notified of your new ownership

3. Pre Settlement

- We prepare settlement figures, book your bank and order settlement cheques
- We provide you with a Settlement Statement, Invoice and call for additional funds from you if required
- You conduct a final inspection of the property with the Agent 1-2 days prior to settlement
- You confirm the Agent will have keys available for collection following settlement
- You organise connection of electricity, gas and telephone services

