

# SETTLEMENT FLOW CHART FOR PURCHASING OFF THE PLAN

## UPON RECEIVING YOUR CONTRACT

### 1. Initial Contact

You will receive a call or text from your conveyancer or their assistant to advise that we have received a copy of the contract and instruction from the real estate agent.

### 2. Introductory Letter

You will receive our introductory letter together with a client information sheet for you to complete and return.

### 3. Document Package

You will receive a set of documents that requires completion for settlement. Please ensure you read all documents carefully and talk to your conveyancer if you have any questions.

### 4. Finance Application

If you are obtaining finance please provide your bank or broker with a copy of the contract. First home buyers should also apply for the grant at this time.

### 5. Practical Completion/Issue of Titles

As this step may be many months away depending on the developers expected completion date, we will follow up with the developer and provide you with any relevant updates. Once titles have issued we will provide you with copies of the relevant title information and further documents that require completion for settlement.

### 6. Finance Approval

Once finance is approved please send a copy of the approval letter to our office. We will then send the bank the required documents to finalise the mortgage on the purchase. As finance approvals are only valid for a certain period of time, you will need to ensure your approval remains valid as the due date for settlement is usually unknown until titles have issued. You will need to keep in contact with your broker or financier to keep this up to date.

## SETTLEMENT PROCESS

### 7. Mortgage Documents

Please contact your bank to sign the mortgage documents. The bank takes approximately 10 working days to process the documents once signed.

### 8. Pre-Settlement Inspection

Please ensure that all defects are documented and provided to the developer to be rectified. Developers usually have a clause in the contract of sale which allows them a 3 month maintenance period following settlement to rectify all defects so will usually not allow a second inspection prior to settlement to confirm that these have been attended to. If there are any major defects which affect your occupation of the property, you will need to liaise with the developer to ensure these are completed prior to settlement.

### 9. Certificate of Insurance

Please contact your house insurer for a copy of the certificate of insurance over the building. If obtaining finance your bank will require a copy of this.

### 10. New Address Notification

Please notify Australia Post, Synergy, Alinta Gas, your internet and telephone service provider, your home and contents insurance company and any other home service providers of your new address. We will notify the Water Corporation, local authority and office of State Revenue.

## COMPLETING SETTLEMENT

### 11. Notification

You and the real estate agent will be notified immediately once settlement is complete.

### 12. Keys

Please liaise with the real estate agent or developer to arrange to collect keys following settlement.

### 13. Confirmation of Settlement

We will send you a confirmation letter together with your final statement showing adjustment of rates, taxes etc, along with your original stamped Contract.

### 14. Title Deeds

The title deeds (if issued) will be sent to you by registered post. If there is a mortgage over the property you will receive a copy of the title approximately 8 weeks after settlement.

**CONGRATULATIONS! WE HOPE YOU WILL USE  
C&R CONVEYANCING FOR YOUR NEXT SETTLEMENT.**

Disclaimer: this information has been provided as a guide only and is subject to change without notice.  
Your individual settlement will be specific to your needs and circumstances which may change the procedure for Settlement.

