

# SETTLEMENT FLOW CHART FOR SELLERS

## 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. Within these documents will be a required Identity check. Please ensure you read all documents carefully and talk to your conveyancer if you have any questions.

## SETTLEMENT PROCESS

### 4. Discharge of Mortgage Authority

If you have a mortgage on the property please contact your bank as soon as possible to sign and complete the discharge of mortgage authority.

### 5. Discharge of Mortgage

Your conveyancer will liaise with your bank to ensure that the discharge of mortgage is ready in time for settlement. This takes approximately 10 working days from signing the authority.

### 6. Special Conditions

Ensure that any special conditions on the contract are fulfilled by the required dates.

### 7. Transfer Document

You will receive the Transfer of Land document for signing in the post after it has been signed by the buyer.

### 8. Pre-Settlement Inspection

Please ensure that all items in the home are in good working order prior to the buyer's conducting their final inspection. The final inspection should be completed at least 7 days prior to settlement.

### 9. 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 provider of your new address. We will notify the Water Corporation, local authority and office of State Revenue.

### 10. Final Settlement Statement

Your final statement is prepared detailing the monies due to you, and any disbursements made to the relevant authorities.

## COMPLETING SETTLEMENT

### 11. Settlement Attendance

We will repay the mortgage (if applicable), the balance of funds will be deposited as per your instructions (approx. 3-5 days to clear).

### 12. Notification

You will be notified immediately once settlement is complete, we also inform your real estate agent and any other parties.

### 13. Keys

The keys should be handed in by 12 noon the following day if occupied or as arranged with your real estate agent.

### 14. Confirmation of Settlement

We will send you a confirmation letter together with your final statement and Tax Invoice.

**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.

