

Roadmap ahead for Sellers

Congratulations! You have sold your house. Now it's time to organise settlement so that you can transfer legal title to the property and receive the proceeds of the sale.

123 Conveyancing will guide you through the entire process from the sale to settlement.

The following is an outline of the processes and steps which we will take to facilitate your sale:

Action required:	Comments
1. We receive instructions from you and authority to act	You obtain quote from us and engage us to act on your behalf.
2. We obtain the necessary disclosures and searches and prepare the Contract of Sale	You provide us with instructions on the sale as well as a copy of the original contract which you purchased the property on (if possible)
3. We review the Transfer and Nomination forms for you to sign once they are received from the Purchaser	Forms need to be signed and returned to us so they can be exchanged at settlement.
4. You organize with your bank to obtain a payout figure on settlement (if there is a mortgage on the property)	Please instruct us of this at least 1 week prior to settlement to enable preparation for the mortgage to be discharged.
5. We review the Statement of Adjustments which is prepared by the Purchaser's solicitor and provide cheque directions	We will ask you to provide us with your account details for payment of settlement funds if there is a surplus after discharging the mortgage.
6. We will provide our tax invoice for the conveyance fees for payment at settlement	Our professional fees and disbursements are calculated and included in the Statement to be paid on Settlement.
7. Arrange Settlement	The buyer will arrange a final inspection approx. 7 days prior to settlement.
8. Attend Settlement	Settlement is attended by the lawyers and banks acting for the Vendor and Purchaser. You are not required to attend Settlement.
9. We will contact you once settlement is complete and provide a cheque to you for surplus funds (if applicable)	Upon confirmation of settlement, you can collect the settlement cheque and original documents from our office (ID must be provided).
10. We will notify authorities of the change in ownership	You will provide us with your new contacts.
11. Lodging documents	Please note that if a bank is involved, the banks will attend to lodging.

Let us take away the guesswork and help to protect your legal interest and your new house!

Each person's circumstances are different so be sure to tell us about how we can help you. If you want quality legal service without the big price tag, contact our lawyers for a free quote today on [1300 006 003](tel:1300006003).