

CONVEYANCING PURCHASE PROCESS

1

Review Documents

We can review the section 32 Vendor Statement and Contract of Sale to bring to your attention any potential issues or concerns about the property or Contract before you sign. At this stage you should also consider obtaining other expert advice about the property (ie building and pest inspections).

2

Signing

Once you and the Vendor agree to terms of sale (i.e. price, settlement period, goods sold with the property, and any conditions) this is formalised by both parties signing a Contract of Sale. A deposit is usually required to be paid at this time. The agent (if any) should provide us with a copy of the signed Contract so we can start preparing for settlement.

Note: if the Contract is conditional we will seek confirmation from you that any conditions have been met.

CONTACT US

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3

Post Contract

After the Contract has become unconditional we will prepare the necessary documents for settlement. You will need to complete documents including: Verification of Identity, Client Authorisation and State Revenue Office Statement. We will also liaise with your lender (if any) to make arrangements for settlement.

4

Pre-Settlement

We will provide you with an estimate of the funds required at settlement including: any adjustments for property rates, land tax and owners corporation fees (if any); transfer duty (aka stamp duty); lodging fees; and settlement and legal fees. You should arrange to complete a final inspection of the property before settlement.

5

Settlement

At settlement a transfer of ownership will be registered in exchange for payment of the balance of the purchase price. If you are obtaining a loan, a mortgage may also be registered on the title. We will attend to settlement on your behalf and will notify you once settlement has been completed. You will then be able to collect the keys.

6

Post Settlement

We will notify the State Revenue Office, Council, Water Authority and Owners Corporation manager (if any) of the change in ownership. A statement detailing the payments made at settlement will also be provided to you for your records.