

CONVEYANCING SALE PROCESS

1

Prepare Vendor Statement (section 32) & Contract of Sale

Once the Contract and Section 32 are prepared we provide a copy to you and to your Real Estate Agent (if any).

2

Sale

Your Real Estate Agent will advertise the property and negotiate with prospective purchasers on your behalf.

3

Contract of Sale

Once you and the Purchaser have agreed on terms such as the price, settlement period, goods sold with the property and any other conditions, you will enter into a contract of sale. We then start preparing for settlement.

CONTACT US

- 📍 66 Hope Street, Geelong West
- ☎ 03 5223 2333
- ✉ admin@successionlegal.com.au

4

Post Contract

After the Contract has become unconditional, we will prepare all the necessary documents for settlement. You will be required to complete and sign documents for settlement including:

- Discharge of mortgage (if applicable)
- Verification of Identity
- Client Authorisation
- GST Notification (if applicable)
- Foreign Resident Capital Gains Tax Clearance form (if applicable)
- State Revenue Office Transfer Statement
- Section 27 Deposit Release (if applicable)
- Authority to pay net settlement proceeds

5

Pre Settlement

We will provide you with an estimate of the net proceeds of settlement incl. any adjustments for the Purchaser's share of the Rates, Land Tax and Owners Corporation fees (if applicable).

If the property is sold with vacant possession you will need to ensure the property is cleared of goods and provide the keys to the agent.

6

Settlement

We will complete settlement on your behalf. This process takes place electronically. At settlement any mortgage will be discharged, a transfer of ownership registered and the net proceeds (after all expenses) will be paid in accordance with your instructions. We will notify you when settlement has been completed.

7

Post Settlement

We will confirm once settlement is complete and provide you with a statement detailing the payments made at settlement.