



Personalised Settlements

...where you're a name not a number

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SETTLEMENT FLOWCHART - BUYER	
Settlement Agent	You
1. Prior to Signing Contract	
<ul style="list-style-type: none"> • Discuss contract conditions. • Discuss dates for finance/settlement 	<ul style="list-style-type: none"> • Find out how much you can borrow. • Inspect the property – you can download a Checklist at: http://www.archicentre.com.au/survival_kit/diy_checklist.pdf • Discuss what conditions can be added to the contract to protect your interests – e.g. White Ant / Structural Inspection (remember the real estate agent is working for the seller!) • Choose the best settlement agent (not the cheapest). • Advise real estate agent of your choice of Settlement Agent.
2. Receipt of Contract	
<ul style="list-style-type: none"> • Advise seller's agent we are acting on your behalf • Diarise and follow-up finance approval 	<ul style="list-style-type: none"> • Apply for finance • Forward finance approval to real estate agent and settlement agent.
3. After Finance Approval	
<ul style="list-style-type: none"> • Search property title and check any encumbrances (debts to be paid by seller or restrictions on use of property) • Make enquiries with relevant bodies regarding outstanding shire, water rates and land tax • Make enquiries with local shire council (i.e. approved structures, health orders, etc). • Ensure conditions on the contract are met • Prepare documentation and settlement statement and forward to you for signing 	<ul style="list-style-type: none"> • Arrange satisfaction of any conditions for which you are responsible (i.e. White Ant/Building Inspections) • Arrange appointment to sign mortgage documents • Return our documentation with cheque for Stamp Duty. • Arrange removalist (if applicable) – remember if property is vacant/tenanted you are entitled to move in straight after settlement. If sellers are living in property they can stay until noon the following day.
4. Week Prior to Settlement	
<ul style="list-style-type: none"> • Liaise with your Bank/Broker to ensure they are ready for settlement • Make adjustments to rates and taxes. • Book settlement with your Bank and seller's agent. 	<ul style="list-style-type: none"> • Make arrangements for your equity to be available at settlement – i.e. any funds required over and above your loan • Arrange buildings and contents insurance & forward copy to your Bank. • Arrange final inspection with the real estate agent (refer to our Checklist). • Arrange handover of keys with real estate agent. • Request reconnection of services – Telephone, Synergy 131353 & Alinta 131352 • Prepare to move (refer to our Movers Checklist)
5. Settlement	
<ul style="list-style-type: none"> • Stamp Transfer of Land document • Attend settlement • For cash purchases receive Certificate of Title, check discharge documents & removal of encumbrances. 	<ul style="list-style-type: none"> • Nothing – we've done all the hard work for you!
6. After Settlement	
<ul style="list-style-type: none"> • For cash purchases lodge Transfer at Dept Land Admin. • Send final correspondence 	<ul style="list-style-type: none"> • Enjoy your purchase. • Advise others of your Change of Address (refer to our Checklist) • Recommend Personalised Settlements to family & friends.
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