

SETTLEMENT PROCESS

FOR BUYERS

CONDITIONAL

Once you sign the offer and acceptance with your Real Estate Agent, they will ask if you have a settlement agent: let them know your agent is Kate from Clarity Conveyancing.

The Real Estate Agent will then send a copy of the contract to you, your broker or banker if applicable, and most importantly us.

We will then touch base with you, let you know we have received the contract, and ask you a few questions to ensure there are no surprises with your purchase.

We will send an introductory letter outlining all the conditions on the contract, including the appointment to act.

Please sign this at your earliest convenience and send it back. We generally post this letter to give you the opportunity to read it. If you have any questions you can give us a call.

FINANCE APPROVAL

Once finance has been approved please ensure a copy is sent to your Real Estate Agent and to Clarity Conveyancing.

We will then call to arrange an appointment to meet to sign all the unconditional paperwork. That way if there are any questions we can go over them together, and do the ID Verification. If you don't happen to be close to Bunbury this paperwork can also be done via express mail. In this instance you will need to attend Australia Post to do your ID verification.

Please ensure that any reports that need to be done under the contract are ordered. Please speak to your Real Estate Agent to see if they do this on your behalf.

If required, contact our banker or broker to sign mortgage documents. These may take up to 10 working days to process once signed.

Arrange a certificate of insurance for your property to provide to the bank and ensure your own peace of mind.

Please ensure you arrange your final inspection with your real estate agent. This is to be done within 5 business days prior to settlement.

If there are any issues that arise let us know asap. Once the bank becomes ready, we will book and provide you a final settlement statement. If you are required to give us funds we will let you know. **Always call prior to sending us money so that we can double check the details.**

SETTLEMENT

As soon as settlement takes place, we will give you a call and give you the good news. We will also let your Real Estate Agent know.

The seller is required to hand the keys to the buyer by 12 noon the day after settlement, unless other arrangements have been made prior.

We will put a final letter in the mail to you, along with a hard copy of your settlement statement.

You will receive your copy title by mail within a few weeks of settlement taking place.