



GERMEIN REED

Lawyers • Conveyancers

STEP BY STEP GUIDE WHEN BUYING A PROPERTY Contract to Settlement

After you have signed the Contract to buy your property with your real estate agent you will need to do the following:

1. If you are purchasing a residence please arrange insurance over the property from the day of the signing of the Contract.
2. Advise the Agent of the name, telephone number and address of your Conveyancer.
3. If your Contract is subject to finance, liaise with your banker to make sure they are on track and will meet the date in the Contract for finance approval.
4. We will contact you and arrange an appointment for you to come in and complete the Verification of Identity and sign the transfer documents. If an appointment is not possible we will arrange alternative arrangements for signing of the documents.
5. Documents required at the appointment are:
 - Passport or Full Birth Certificate
 - Driver's Licence or Photo ID card
 - Medicare Card
 - Marriage Certificate (if name differs on any of the above documents)
6. Two weeks before settlement:
 - follow up with your banker if you have not heard from them in relation to signing mortgage / loan documents.
 - arrange for new accounts or transfer of service for:
Electricity Gas Telephone / internet Pay TV
7. If your bank is not providing the full funds required to complete settlement, as per the settlement statement provided to you. You will need to arrange to either sign an authority with your bank for them to access any additional funds from your bank account or you will need to provide us with those funds 5 business days prior to settlement.
8. You will receive a telephone call from us on settlement day between 11am and 1pm advising your settlement has been completed. You can then collect the keys from the agent.
9. Notify relevant organisations of your change of address. We will notify the local Council, SA Water, Emergency Services Levy and Land Tax of the change of ownership.
10. If you receive concessions, you will need to reapply for these for your new address.