

## Upon Receiving Your Contract

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### 1. INITIAL CONTACT

You will receive a call or text from our office to advise that we have received a copy of the contract of sale and instructions from the real estate agent.

### 2. SETTLEMENT DOCUMENTS

You will receive a set of documents via email within 1-2 weeks that requires completion along with a settlement statement outlining an approximate amount required to settle. Within these documents will be a required identity check which can be completed at our office or through Scantek using your smart phone. Please ensure you read all documents carefully and talk to your conveyancer if you have any questions.

### 3. FINANCE APPROVAL

If you are obtaining finance please provide us with your bank or broker's contact details. First home buyers should apply for the grant directly with their lender or the Office of State Revenue if purchasing with cash. Once finance is approved please send a copy of the approval letter to our office. We will then send the bank the required documents to finalise the mortgage on the purchase.

## Settlement Process

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### 4. MORTGAGE DOCUMENTS

Please contact your bank to sign the mortgage documents. The bank takes approximately 7 days to process the documents once signed. Your conveyancer will liaise with your bank/broker to ensure they have everything they need and are ready in time for settlement.

### 5. CERTIFICATE OF INSURANCE

Please contact your house insurer for a copy of the certificate of insurance over the building at the property. If obtaining finance, your bank will require a copy of the certificate of currency. If purchasing a strata property we will obtain this from the relevant party and forward to yourself and your bank/broker.

### 6. SPECIAL CONDITIONS

We will ensure that you are satisfied with any special conditions on the contract prior to settlement taking place.

### 7. PRE-SETTLEMENT INSPECTION

Please ensure that all items in the home are in working order when you conduct your final inspection, approximately 5 business days prior to settlement. The property must be in the same condition as when you signed the contract for sale.

### 8. NEW ADDRESS NOTIFICATION

Please notify Australia Post, your electrical, gas, internet and telephone providers, your home and contents insurance company and any other home service providers of your new address. We will notify the water corporation, local authority, strata manager and the office of state revenue.

## Completing Settlement

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### 9. SETTLEMENT ATTENDANCE

We will attend settlement on your behalf and notify the real estate agent once settlement is complete. Please note settlement can take up to 2 hours to be completed. A confirmation letter will be sent to you along with the updated title in your name and your final statement showing adjustment of rates.

### 10. KEYS

The keys should be handed to you by 12 noon the following day. Please arrange to collect the keys from the real estate agent.

*Congratulations!* We hope you will appoint Hanson Property Settlements for your next settlement.

Disclaimer: this information has been provided as a guide only and is subject to change without notice. Your individual settlement will be specific to your needs and circumstances which may change the procedure for settlement.