



## WHAT WE WILL DO FOR YOU WHEN YOU PURCHASE A PROPERTY

Purchasing a property can be a somewhat daunting process, especially if you are a first home buyer or simply if you have not purchased a property for sometime.

Below is a checklist which will give you some idea of the timeframe of the settlement process and what Tuckfield Conveyancing aim to achieve on your behalf.

- We will contact the Real Estate Agent to advise them to send all necessary documentation to our office
- We advise you take out insurance on the property immediately
- We **GUARANTEE** to contact you within 24 hours of receiving the Contract
- We will explain and obtain your instructions regarding how you wish to hold the land (ie. Joint Tenants/Tenants in Common . Fractional Interests etc)
- We will prepare the Memorandum of Transfer that is lodged at the Lands Titles Office at settlement.
- We will provide your financier with a copy of the Transfer in order that Mortgage documents can be prepared
- A full set of Government searches will be obtained on the property and we will carefully peruse the Contract and Form 1 to ensure they are consistent with the searches
- We will check whether there are any Encumbrances registered on the Title and deal with same appropriately
- Dates are diarised of any Special Conditions to be met to ensure same are satisfied
- We will investigate if any stamp duty concessions are available to you and if so, provide you with the necessary paperwork for completion
- We **GUARANTEE** to maintain contact with your mortgage broker/financier and Real Estate Agent regarding approvals, conditions to be fulfilled and settlement timeframes
- We confirm all amounts to be provided by the incoming mortgagee(s) for settlement
- We carefully check that all Government rates/taxes have been adjusted correctly by the Vendor's Conveyancer
- Your Settlement Statement will be prepared and provided to you with details of any balance required to settle together with payment details. We aim to have this to you one week prior to settlement
- We will instruct any incoming mortgagee(s) of bank cheques required for settlement
- Settlement will be booked by us with the Vendor's Conveyancer and incoming mortgagee(s). Generally settlements occur between 11am-12.30pm at the Lands Titles Office where we attend on your behalf
- We **GUARANTEE** to contact you and the Real Estate Agent by telephone as soon as settlement has been completed
- Settlement confirmation letters will be sent to you and the Real Estate Agent
- We will advise the Council, SA Water and Revenue SA of change of ownership details
- We will confirm that water useage has been adjusted to the settlement date and paid by the Vendors