

WHAT WE WILL DO FOR YOU WHEN YOU SELL A PROPERTY

Conveyancing involves a complex series of tasks that require knowledge and skill.

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

- We contact the Real Estate Agent to advise them to send all necessary documentation to our office
- We GUARANTEE to contact you within 24 hours of receiving the Contract
- 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 GUARANTEE to maintain contact with your discharging mortgagee (if applicable) and Real Estate Agent regarding approvals, conditions to be fulfilled and settlement timeframes
- We will follow up with the Real Estate Agent to ensure the deposit has been paid by the Purchaser
- We will check the commission and advertising arrangements made with the Real Estate Agent are as you arranged
- We will provide you with a Discharge of Mortgage Authority to sign (if applicable) and instruct your mortgagee with respect to settlement
- If the property is freehold, we will contact you to obtain your Certificate of Title. Should the Certificate of Title be misplaced – we will prepare an Application to replace same and lodge at the Lands Titles Office
- We will order a Special Meter Reading from SA Water and calculate water usage to settlement. We will then pay the appropriate amount to SA Water on your behalf
- The Transfer will be checked once provided by the Purchaser's Conveyancer and provided to you for execution
- A payout figure will be obtained from the outgoing mortgagee (if applicable) and we will confirm outstanding amounts with rating authorities for payment at settlement
- We will provide a Rates/Taxes Adjustment Statement to the Purchaser's Conveyancer indicating the amount to be provided at settlement by the Purchaser
- The Vendor's Settlement Statements will be prepared and provided to you with details of any balance due to you. We aim to have this to you one week prior to settlement and will provide an Authority regarding disbursement to you of any net proceeds
- Settlement is booked by us with the Purchaser's Conveyancer and outgoing 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