



Eckermann  
Steinert

CONVEYANCERS

Personalised | Professional | Est 1976

## ► **We can help you.**

We pride ourselves on providing first class service to ensure that the settlement process is completed in the smoothest possible manner.

**Guide to buying or selling property**

# 1

## What is conveyancing and what role will a conveyancer play in the settlement process?

Conveyancing is an essential process when it comes to either buying or selling a property. Generally speaking, it is the transfer of legal title of property from one person to another.

ESC can help you with the settlement and title transfer process. We prepare the necessary documentation, liaise with the appropriate people involved, including your bank and or mortgage broker, the real estate agent and the other Conveyancer (if applicable), to assist you to meet your legal obligations and protect your rights during the transaction.

*(please tick)*

- ☐ Upon signing a Contract, immediately arrange insurance over the property.
- ☐ Contact your bank, building society or other financial institution to arrange finance for your new loan.
- ☐ At the expiration of your two day 'cooling off' period (if applicable), pay the agreed deposit amount into the Agent's Trust Account in accordance with the Contract.
- ☐ Choose your Conveyancer, if not already done prior to signing your Contract. Phone them to discuss any relative matters, then advise the Agent of the name, telephone number and address of your Conveyancer.
- ☐ Immediately sign and return any documents you receive from your Conveyancer (eg Memorandum of Transfer documents, authorities, or any other forms).
- ☐ Prior to Settlement day, check with the Agent when and where keys can be collected for your new home.
- ☐ In the days preceding settlement, arrange for gas, electricity and telephone to be transferred to your name or connected in your name at the property.
- ☐ Prior to settlement, you will receive a Settlement Statement from your Conveyancer. Check it carefully and if you have any queries, telephone your Conveyancer immediately. Ensure that you pay the amount requested on your settlement statement to your Conveyancer's office as instructed by them on your statement.

# 2

## What do I need to do?

Buying or selling property is arguably one of the largest and most exciting, yet potentially stressful transactions to undertake. We, at ESC, understand that this is a process that you might only go through once or twice in your lifetime.

We have set out two separate checklists, one to follow if you are buying and one to follow if you are selling, to make the settlement process a little easier and less stressful.



### **For further queries please visit**

[www.esconveyancers.com.au](http://www.esconveyancers.com.au)

email [info@esconveyancers.com.au](mailto:info@esconveyancers.com.au)

or contact 8366 7900 and ask to be transferred to an office near you.

*(please tick)*

- ☐ Contact your bank, building society or other financial institution to discuss your discharge of mortgage (if applicable).
- ☐ Choose your Conveyancer, if not already done prior to signing your Contract. Phone them to discuss any relative matters, then advise the Agent of the name, telephone number and address of your Conveyancer.
- ☐ Immediately sign and return any documents you receive from your Conveyancer (eg Memorandum of Transfer documents, authorities, or any other forms).
- ☐ Arrange to be completely moved out of the property by 10.30am on the day of settlement and leave all keys with the Agent (or other arranged place) by 10.30am on settlement day. Your house and property should be left clean and tidy for the purchaser.
- ☐ Arrange for a date to undertake final meter readings and to close your account for gas, electricity and telephone at least two days prior to settlement.
- ☐ Cancel your house insurance policy (if applicable).
- ☐ Prior to settlement, you will receive a Settlement Statement from your Conveyancer. Check it carefully and if you have any queries, telephone your Conveyancer immediately.

**Eckermann Steinert Conveyancers**

**T** 08 8366 7900 **W** [www.esconveyancers.com.au](http://www.esconveyancers.com.au)

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