













BUYERS GUIDE

A checklist to guide you from contract to settlement:

1. Upon signing a contract, immediately arrange insurance over the property. 
2. Contact your bank, building society or other financial institution to arrange finance for your new loan (if applicable). 
3. At the expiration of your two business day "cooling off" period, (if applicable), pay the agreed deposit amount into the agent's trust account in accordance with the contract. 
4. If not already done prior to signing your contract, phone us to discuss any related matters, then advise the agent that Eckermann Conveyancers will be acting for you. 
5. Notify the real estate agent (where applicable) and your conveyancer immediately when any special conditions of the contract have been fulfilled (ie. finance approval, own property sold, etc.) 
6. Advise the agent and your conveyancer of any change of address, email address or telephone number. 
7. Sign and return any documents you receive from Eckermann Conveyancers as quickly as possible. 
8. Be prepared to provide current and original documents to prove your identity and attend an appointment to verify your identity as required under the legislation. The type of documents required are similar to the '100 points of ID' rule that applies when opening a new bank account - although the combination of documents you are required to provide will differ from what a bank requires. If you can produce a current driver's licence and valid passport that is ideal, however your conveyancer can give you information on acceptable documents. 
9. Prior to settlement day, check with the agent when and where keys can be collected for your new home. 
10. 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. Your conveyancer will notify change of ownership to SA Water and your local council. 
11. Prior to settlement, you will receive a Settlement Statement from Eckermann Conveyancers. Check it carefully and if you have any queries, telephone us immediately. Ensure that you pay the amount requested on your settlement statement to our office as instructed by us on your statement. 
12. At latest, by the working day prior to settlement, pay the amount requested on your Settlement Statement to your conveyancer. 

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