



Purchaser's Conveyancing Checklist



- Signed Contract of Sale and paid full deposit monies to Real Estate Agent
- Completed Buying Questionnaire on our website
- Arranged Insurance over the property
- Organised funds in preparation for settlement and arranged finance
- Received online duties form via email from State Revenue Office and signed same electronically
- Notified Authorities to connect property services into your name by settlement (electricity, telephone, gas) - about 2 weeks prior to settlement.
- Arranged final inspection with Real Estate Agent (if required) – to occur within 7 days from the settlement date
- Received Statement of Adjustments from us - **approx. 1 week prior to settlement**
- Received cheque details from us (if applicable)
- Deposited remaining settlement funds required into your Bank Savings Account for your Lender to draw from (called an “Authority to Debit”) OR Transferred funds into PEXA Trust Account for online settlement OR Delivered required cheques to Conveyancing Excellence (business day prior to settlement if required)
- Settlement Occurred
- Collected keys from Real Estate Agent
- Settlement documents lodged by Conveyancing Excellence or your Lender (as applicable)

Please note that this checklist is for your assistance to provide a timeline of the process and the things you need to attend to throughout your purchase. We have our own diary and checklist to help your file progress smoothly, but please familiarise yourself with the above and feel free to contact us should you have any queries.

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