

BUYER'S TO-DO LIST**1. CONTRACT SIGNING STAGE**

- Complete the Questionnaire, Buyer Searches List, Confirmation of Correct Lot Form and any stamp duty documents and return them to us with your ID.
- Arrange insurance for the property (See the Booklet and Questionnaire for more information).
- Where contract subject to inspections - Arrange for a licensed building inspector to conduct a building inspection and a licensed pest inspector to conduct a pest inspection and to provide you with written reports. You should forward us a copy of the written reports as soon as possible and call us to discuss them.
- Where contract subject to finance - Make finance application and sign and return all necessary loan application forms to your bank urgently.
- Diarise all the Critical Dates noted in our Letter and ensure that you provide us with written instructions before all the dates.
- Consider whether you should consult with other professionals (such as accountant (eg tax or SMSF advice), financial planner, town planner, surveyor, soil tester, architect, builder or other professional).

2. BUILDING & PEST AND FINANCE

- Make a note of when to provide the balance funds due at settlement (if balance purchase price not being provided wholly by financier) and contact your financier and us to discuss the logistics of ensuring that the whole of the funds required for settlement are available.
- Provide a copy of the building and pest inspection reports to us before the due date and tell us if you are satisfied with the reports. (if applicable)
- Provide a copy of the finance approval to us before the due date and tell us if you are satisfied with the terms of the approval and if you wish us to confirm with the seller that the finance condition has been satisfied. Note: In some cases, finance can be withdrawn later by your financier – see Booklet for more information. (if applicable)
- Provide us with copies of any documents given to you by the seller or the agent (now or in the future) that we may not already have received a copy of.
- Ask your bank when you will receive mortgage documents, make a note to follow-up and when mortgage documents are available, sign all mortgage documentation and give to your bank.

3. PRE-SETTLEMENT

- Arrange a pre-settlement inspection of the property with the real estate agent for the morning of settlement, or as close to settlement as possible (even for vacant land). Do a thorough check of the property, including:
 - that the property is reasonably in the condition in which it was when you signed the contract or initially inspected it;
 - that any tenants or occupants that should have vacated have left and any tenants that are continuing are still in the property;
 - that all fixtures and chattels you expect to be left are still on the property;
 - whether any safety switch and smoke alarms installed in the property are as disclosed in the contract; and
 - that all keys, security codes and other devices are either available from the agent or will be made available at settlement. If you would like the keys delivered to us at settlement (instead of the agent) the request must be made at least two clear business days prior to settlement, so please tell us as soon as possible.

-
- Contact us as soon as possible if for any reason you have any concerns, or you do not wish us to attend and complete settlement on your behalf. In the absence of instructions from you raising any concerns or instructing us not to attend settlement or not to proceed to settle we will attend to these things in an effort to ensure that you do not breach your obligations under the contract.

4. POST-SETTLEMENT

- After settlement attend to matters such as connection of telephone and electricity, changing locks and transferring contents insurance.
- After settlement, ensure that regulatory requirements are being met. For example, ensure that you arrange to have safety switches, smoke alarms or pool fencing installed or made compliant with current standards.
- After settlement, ensure that the pool is registered with the Department of Housing and Public Works and that you obtain or maintain a current Pool Safety Certificate. (if applicable)
- Diarise to contact your bank three months after settlement to request a copy of a Registration Confirmation Statement or other confirmation that the transfer of the property has been registered.