

TASKS INVOLVED

➤ **Receive loan amount from lender and prepare final purchasers settlement statement and send to purchaser**

➤ *Request settlement funds from purchaser and bank into conveyancer's trust account*

➤ **Book settlement with vendor's conveyancer and lender**

➤ **Stamp and certify Memorandum of Transfer**

➤ *Check search certificate of title immediately before settlement*

➤ **Attend and complete settlement at lands titles office**

➤ **Advise purchaser by telephone of completion of settlement**

➤ *Send settlement confirmation letters to client, agent and rating and strata authorities*

➤ **Check search certificate of title to confirm registration of transfer**

“Conveyancing is a complex series of tasks that require knowledge and skill to carry out the legal obligations on behalf of the purchaser. Which is the reason that Conveyancers must hold special qualifications and be licenced.”

**NEED A CONVEYANCER?
CONTACT US**

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**WHAT WE DO FOR
YOU,
THE PURCHASER**

DAWS
CONVEYANCING

WHAT WE CAN DO FOR YOU AS YOUR CONVEYANCER

The following is a list of tasks we, as Conveyancer, are required to fulfil on your behalf where a mortgage is to be registered.

➤ Take initial instructions from client and advise client to get insurance cover immediately

➤ Carefully peruse the Contract of Sale, Form 1 Statement and any ancillary documents – ensure client is getting correct property (eg client signed relevant plan for land)

➤ Obtain appropriate statutory searches, Check Form 1 against searches and get Instructions if appropriate

➤ Check search Certificate of Title for any unregistered documents

➤ Ascertain if purchaser is a first home buyer and the manner in which joint purchasers are to hold property

➤ Check/ensure deposit is paid

➤ Consider if client needs GST or other tax, legal or professional advice and obtain instructions and pay GST to the Australian Taxation Office

➤ Prepare and arrange for Purchaser to sign memorandum of transfer, obtain ACN for ASIC for any corporation

➤ Send signed transfer description to lender

➤ Confirm legal conditions of contract are fulfilled by parties by the due dates

➤ Deal appropriately with any encumbrance on the title, get purchaser to sign off that they understand

➤ Prepare any required documents (eg change of name)

➤ Confirm finance arrangements with purchaser and deal accordingly with lender

➤ Send copy of Memorandum of Transfer to lender to enable them to prepare mortgage documents

➤ Arrange Electronic Settlement through PEXA

➤ Arrange Commonwealth reporting through Revenue SA

➤ Advise purchaser to liaise with real estate agent to arrange collection of keys after settlement

➤ Advise purchaser to connect utilities and telephone to the property

➤ Order SA Water special meter reading certificate and calculate usage from special meter reading

➤ Adjust rates and taxes and any community or strata levy

➤ Prepare purchasers statement and send to lender, if applicable

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