

TASKS INVOLVED

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

➤ *Advise vendor by telephone of completion of settlement*

➤ **Send change of ownership letters to rating and strata authorities**

➤ **Pay any rates and taxes outstanding at settlement**

➤ *Calculate usage from special meter reading, pay appropriate amount to SA Water*

➤ **Do trust account journals entries and reconcile**

➤ *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 vendor. 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 VENDOR

D/AWS¹
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 discharged.

>Take initial instructions from client

>Carefully peruse the Contract of Sale, Form 1 Statement and any ancillary documents

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

>Check search Certificate of Title for any unregistered documents

>Ensure special conditions are completed by settlement date

> Check/ensure deposit is paid and receive balance of deposit from Agent and bank into trust account

>Consider if client needs GST or other tax, legal or professional advice and obtain instructions

>Send letter to agent requesting balance of deposit

>Arrange discharge of mortgage with lender requesting loan payout figure and preparation of discharge

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

>Deal appropriately with any encumbrance on the title

>Prepare any required documents (eg Transmission Application, Application to Note Death)

>Obtain appropriate documentation from client (eg Death Certificate, Probate)

>Receive Transfer from purchasers conveyancer, check and arrange for Vendor to sign with payment authority

>Arrange Electronic Settlement through PEXA

>Confirm outstanding amounts with rating authorities for payment

>Advise vendor to arrange final readings in respect of utilities and telephone

>Adjust rates and taxes and any community or strata levy and pay the same

>Prepare purchasers adjustment statement and send to purchaser's conveyancer

>Receive loan payout figure from lender and prepare vendor's settlement statement and send to vendor

>Calculate financials required for settlement

>Book settlement with purchaser's conveyancer and lender

>Check search certificate of title immediately before settlement

TASKS INVOLVED

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