



## WHAT HAPPENS WHEN YOU SELL A PROPERTY

### THE PRE EXCHANGE PERIOD

Once you agree on a price with the purchaser, the Agent will issue what is called a "Sales Advice". This advises our office and the Purchaser's Solicitor/Conveyancer that the property is sold and the terms of the sale ie: price, settlement date, inclusions etc.

#### WE CONTACT YOU TO:

- Confirm price
- Terms negotiated
- Book in exchange date (if no cooling off period)
- Discuss cooling off period (if applicable)
- Arrange for you to sign the Contract



#### WE CONTACT THE PURCHASER'S SOLICITOR/CONVEYANCER TO:

- Forward the Contract for Sale
- Negotiate amendments to the Contract as per your instructions
- Book in exchange date (if no cooling off period)

#### WHAT IS THE COOLING OFF PERIOD? \*(EXCLUDING LAND THAT EXCEEDS 2.5 HECTARES OR 6.2 ACRES)

You as the Vendor sign the original Contract and the Purchaser signs the "Counterpart Contract" (copy) and puts down a .25% deposit. The Agent will date these two Contracts which means your Contracts have now been exchanged with a 5 day "cooling off period".

At this point you as the Vendor cannot change your mind in regard to the Sale, but the Purchaser will have a 5 day "cooling off period" to obtain finance, reports, legal advice and pay the balance of the 10% deposit. If the purchaser decides not to proceed, you get to keep the .25% deposit.



#### BINDING CONTRACTS

Both parties become bound to proceed. This will happen once exchange takes place (date and swap the Contracts with the Purchaser's Solicitor/ Conveyancer and the Purchaser's Solicitor provides a 66W Certificate waiving their cooling off rights or the Cooling Off Period expires (see cooling off period above).



#### WHAT IF YOU HAVE A LOAN OVER THE PROPERTY?

**If so, the following will need to be completed before settlement.**

- We will advise the bank that your property has been sold.
- We will forward to you what is called a "Discharge Authority".
- You will need to sign this and email back to us asap.
- The Bank will prepare a Discharge of Mortgage and will get ready for settlement.
- The Bank will provide us with a payout figure 24 hours prior to settlement.

#### WHAT HAPPENS BETWEEN EXCHANGE AND SETTLEMENT?

- We confirm Settlement date details with your Bank, Purchaser's Solicitor/Conveyancer, Agent and yourself.
- We receive draft settlement figures from the Purchaser's Solicitor/Conveyancer about a week before settlement date.
- After your Bank provides the payout figure we will be able to advise you of how we will be distributing the settlement monies.
- These settlement figures include the Purchase Price, less any deposit paid by the purchaser, council and water rates, land tax, loan payout, legal fees, agent's commission and surplus funds balance which will be paid to you on settlement date.

#### SETTLEMENT DAY! MOVING DAY!

- There is no need for you to attend. You will need to ensure the house is clean and all of your belongings removed.
- We receive funds from the Purchaser's Solicitor/Conveyancer and distribute to your bank, agent, balance of our fees and deposit any surplus funds into your savings account.
- We authorise the agent to release the keys to the Purchaser and release the deposit to you (usually this is when the agent's commission is paid). Settlement is now complete.

