

Refinancing - To do list

Things that we do for you:

- Obtain a Title search.
- Receive details of refinancing arrangements from broker / lender.
- Check to ensure that financial details meet your expectations.
- Prepare mortgage documentation.
- Obtain releases of all required mortgages and securities.
- If necessary resolve priority issues.
- See you to sign up mortgages and supporting documents.
- Notify insurance company of change of lender.
- Certify the transaction to new lender.
- Receive repayment statements and discharges of mortgages and securities.
- Receive new loan advance and cash contribution, (if any).
- Settle the transaction and account for funds.

Note: We attend to repayment of mortgages/charges based on information provided to us by the mortgagee. We cannot guarantee that the figures provided to us are correct or represent the full amount of your debt.

- Report to you with statements showing funds received and paid out.
- Following registration send you a copy of the Title.
- Report to lender with documents.

Things that you must do:

- Advise us of insurance details.
- Come to our office and sign all loan and mortgage documents; we will call to make a time.
- If you are making a cash contribution by bank cheque, we require this 5 days before settlement.
- Cancel automatic payments to previous lender.

IMPORTANT NOTE: Once your existing lender has issued its discharge statement, which usually happens early on the morning of the nominated settlement day, you may no longer be able to use any lending facilities, including overdraft, credit cards etc, with that lender. In practise that can affect your ability to draw on your accounts. We draw this to your attention as you may need to ensure that you do not need to make withdrawals on the nominated settlement day.

- In some situations you may need to contact your Bank/Mortgagee to close or alter your account arrangements.