



Lawyers & Notary Public

## Purchase – To do list

### Things that we do for you

- ❖ Complete client due diligence.
- ❖ Title search and all relevant encumbrances and verify that title is legally in order. Undertake further title enquiries as may be necessary [or requisition it as needed].
- ❖ If requested by you, apply for, obtain and approve a LIM report.
- ❖ Consider or discuss any issues arising from the valuation report and building inspection.
- ❖ Make any title requisitions or carry out negotiations to resolve any issues to your satisfaction.
- ❖ If you are satisfied with the outcome of your due diligence we will confirm your conditions with the vendor's Lawyer.
- ❖ Discuss with you your insurance arrangements and the lenders requirements.
- ❖ Prepare mortgage documentation, and ensure lenders conditions are met.
- ❖ Prepare transfer, A & I Form and notices of sale, forward these to the Vendors Solicitor.
- ❖ Arrange signing of the loan and mortgage documentation and obtain I.D.
- ❖ Receive your cash contribution and the loan advance.
- ❖ Obtain a guaranteed search and confirm that the title is in order prior to settlement.
- ❖ Certify to your Bank/Lender that all documents are signed and details correct.

### **(We also act for the Lender and are obliged to protect its interests too)**

- ❖ Discuss and organise possession arrangements.
- ❖ Settle the transaction.
- ❖ Request hand over of the keys to you.
- ❖ Register the transfer and all other relevant documents at Land Information New Zealand.
- ❖ Report to you with statements showing funds received and paid out on your behalf. Following registration we will forward to you a copy of the Title.
- ❖ Report to Mortgagee.

## Things for you to do

- ❖ Make sure that you fully understand our preliminary letter
- ❖ Check Council file and order LIM.
- ❖ Check boundaries. (We are unable to verify their accuracy)
- ❖ Arrange building inspection and approve the report.
- ❖ Obtain valuation (if necessary).
- ❖ Arrange mortgage finance and approve the terms.
- ❖ Arrange house and contents insurance cover.
- ❖ Instruct us to confirm the contract conditions when you are satisfied that all is in order.
- ❖ Sign any mortgage documents; at our office and bring current government issued I.D.
- ❖ At least two days before settlement pay your cash contribution by bank cheque or electronic transfer.
- ❖ Arrange power/gas, telephone, TV and internet connections.
- ❖ Redirect your mail and delivery of newspapers.
- ❖ Do a final inspection of the property prior to settlement, advising us of any damage or alteration to the property prior to settlement
- ❖ Check with the present owner for the location of the water main. Find out about rubbish collection, recycling, swimming pool workings, neighbours' names etc.
- ❖ Collect the key from the real estate agent once settlement has been completed.