



Lawyers & Notary Public

Refinancing – To do list

Things that we do for you:

- ❖ Receive details of refinancing arrangements from broker / lender.
- ❖ Obtain a Title search.
- ❖ Check to ensure that financial details meet your expectations.
- ❖ Prepare mortgage documentation.
- ❖ Obtain release of all existing mortgages and securities as required by your new lender.
- ❖ See you to sign mortgages and supporting documents.
- ❖ Certify the transaction to new lender.
- ❖ Receive repayment statements and discharges of mortgages and securities.
- ❖ Received new loan advance and cash contribution, (if any).
- ❖ Settle the transaction and repay mortgage finance.
- ❖ Complete the registration of the discharged mortgage and new mortgage.
- ❖ Report to you.
- ❖ Report to the outgoing lender.
- ❖ Report to the new lender / mortgagee.
- ❖ Report to you with statements showing funds received and paid out.
- ❖ Following registration send you a copy of the Title.

Things that you must do:

- ❖ Notify insurance company of change of lender
- ❖ 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 transfer, we require this two (2) working 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 nominate settlement day.

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