



Lawyers & Notary Public

Sale – To do list

Things that we do for you:

- ❖ Complete client due diligence.
- ❖ Attend to any pre contract issues with the real estate agent.
- ❖ Receive and review the contract.
- ❖ Obtain Title search.
- ❖ Discuss and negotiate any changes to contract terms or possession arrangements prior to the possession date (e.g. as a result of adverse valuation or builders report, or change in possession requirements).
- ❖ Advise you and Agent once the contract is unconditional.
- ❖ Receive the balance of the deposit from the real estate agent.
- ❖ Arrange for a discharge of any mortgage and any other charges.
- ❖ Get preliminary indication as to amounts needed to repay any loans or charges.
- ❖ Obtain rates details and request water meter reading (if required).
- ❖ Meet with you to sign transfer and A & I Form and discuss settlement and possession arrangements.
- ❖ Draft statements relating to sale.
- ❖ Settle the transaction and attend to the release of the discharge of mortgage and transfer instrument..
- ❖ Attend to repayment of mortgages and charges rates and water rates.

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. This is why we need the indication from you referred to below. You also need to be aware that lenders often require credit card and overdraft debt repaid when a mortgage is discharged. This may impact on your available sale proceeds.

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.

- ❖ Account to you for the sale proceeds.
- ❖ Report to you with statements showing money received and paid out.
- ❖ Forward sale notices to local authority.

Things for you to do:

- ❖ Make sure that you have read and understand our preliminary letter.
- ❖ Let us know approximately how much you understand will need to be repaid to your mortgage (we do not get full information until the settlement day).
- ❖ Advise us if there are any special arrangements which you have made with the agent or purchaser (e.g. for lower commission, or change of possession date).
- ❖ Advise us of any changes to mortgage arrangements; or any complexities with existing lending arrangements (eg. arrears or loans secured over several properties).
- ❖ Advise us of any of the chattels or household fittings that have any credit arrangements made against them.
- ❖ Arrange to cancel or transfer house and contents insurance cover from possession date.
- ❖ Come to our office to sign the transfer and discuss the details of the sale. (you will need to bring current government issued photo ID to meet landonline legal requirements).
- ❖ Arrange for disconnection / transfer of power, phone, gas, TV and Internet connections.
- ❖ Arrange mail and newspaper redirection.
- ❖ If appropriate meet with purchaser to discuss location of water toby, also rubbish arrangements, neighbours etc.
- ❖ Drop keys in to agent or to us as arranged.
- ❖ Give us bank deposit slip or other instructions as to where funds should be banked.
- ❖ Cancel automatic payment for rates and direct debit for mortgage to lender, (if necessary).
- ❖ In some situations you may need to contact your Bank/Mortgagee to close or alter your account arrangements.
- ❖ Provide us with a utility invoice, i.e. rates, power, telephone. This is needed by us for Land on Line registration/identification requirements.
- ❖ Meet with us to sign the transfer documentation.