

Sellers Guide

Low, fixed rate guaranteed!



You

- ☐ Notify your real estate agent that you've elected to use OwnIt Conveyancing for your sale and ask the agent to upload a copy of the signed contract to our secure website.
- ☐ If you have a mortgage on the property, contact your mortgagee to advise that you are selling the property and that OwnIt Conveyancing will be your legal representation from this point forward.

When your contract becomes unconditional

- ☐ Ensure your mortgagee received your discharge request and transfer documents have been signed and returned to OwnIt Conveyancing.
- ☐ Notify OwnIt of how you'd like any balance of the sale proceeds disbursed.

Settlement approaching

- ☐ Deliver all keys and access remotes to the real estate agent prior to settlement.
- ☐ Have you enjoyed our seamless and stress free conveyancing service? Recommend us to your friends and family.

*Settle it anywhere,
anytime, with OwnIt.*

OwnIt

- ☐ We'll contact you once we receive your contract. At this point you'll be allocated one of our experienced senior property paralegals (supported by a solicitor) as your contact throughout the transaction.
- ☐ Within 24 hours of receiving your contract, we'll send you correspondence explaining the initial information you'll require to proceed. Then we'll carry out a title search to ensure the property is free from any encumbrances such as writs and caveats, etc.
- ☐ We'll notify all parties that we're acting on your behalf and provide a copy of the contract to your financier, if required.
- ☐ Upon receiving notification from the Buyer's solicitors as to whether or not the conditions under the contract have been met, we'll notify you whether or not the contract is now unconditional.
- ☐ We'll forward the transfer documents to you which will need to be signed in the presence of a solicitor, Justice of the Peace, or Commissioner of Declarations.
- ☐ We'll coordinate settlement with your mortgagee and the buyer's solicitor to ensure that a mutually convenient time is agreed.
- ☐ We'll calculate settlement figures, which will include pro-rata rates and water consumption, up to settlement date.
- ☐ We'll obtain a payout figure from your mortgagee.
- ☐ We'll attend settlement on your behalf.
- ☐ We'll notify you and the agent as soon as settlement has taken place.

