



SELLER'S GUIDE TO THE SETTLEMENT PROCESS

The purpose of the following guide is to simplistically outline what to expect during the settlement process when you are a Seller.

1. A Contract of Sale is signed by both the Seller and Buyer. You advise the Real Estate Agent that Neo Settlements will be acting on your behalf.
2. Neo Settlements receives a copy of the Contract from the Real Estate Agent or from the Seller direct and Title searches are ordered.
3. Conditional documents are sent to the you (the Contract is considered Conditional until certain special conditions have been met, such as the Buyer's finance approval and building report). This paperwork includes an Appointment to Act, Disbursement Authority and Questionnaire which must be signed and returned by you.
4. The Contract becomes unconditional (generally this is because the Buyer's finance has been approved) and then unconditional documentation is sent to you – this includes the Transfer of Land from the Buyer's settlement agent which must be signed by you and returned.
5. It is suggested you attend the Neo office to return your documentation and complete your Verification of Identity (VOI).
6. You must contact your bank to complete the required Discharge of Mortgage – please ensure you do this in a timely manner as most banks take a minimum of 3 weeks to be ready for settlement.
7. You make sure all special conditions on the Contract that require your attention are satisfied.
8. Once your bank is ready, settlement is booked by Neo Settlements.
9. You attend to any final issues that arose from the Buyer's final inspection of the property.
10. Bank provides final payout figures and final statements are completed.
11. Settlement takes place – attended by Neo Settlements, the Seller's bank, the Buyer's settlement agent and the Buyer's bank and any other third party (for example to Withdraw a Caveat etc) – unless this is a PEXA (electronic) settlement.
12. Once settlement is completed Neo will advise you and your Real Estate Agent. If the property is your usual place of residence then the keys must be handed over by 12pm the next day.



Key Points to remember:

- If you are going to be away at any time during the settlement process please advise us
- It is important to sign any documentation sent to you and return these documents to Neo Settlements as soon as possible
- As soon as your Buyer's have received finance we advise you to contact your bank to sign the necessary discharge of mortgage paperwork. The majority of delays to settlement are usually because the banks are not ready!
- If you have the Certificate of Title (the Title deeds) to the property we recommend that you deliver this Title via secure post or delivery as soon as possible to Neo Settlements
- Attend to any special conditions as soon as the Contract is unconditional to save any last minute stress
- Neo Settlements will attend to the adjustment of rates and taxes (including Council and Water Corporation rates, land tax and strata levies) so please do not pay any accounts immediately prior to settlement. You must attend to the utilities such as power, gas and telephone services.
- If you have made any alterations to the property over the value of \$20,000.00 then please ensure you have a copy of the Home Indemnity Insurance. If you are an Owner Builder of the property and selling within 7 years from the date of the building permit you will also need to provide a valid certificate of insurance to the buyer.
- If the property is your usual place of residence then you have until 12pm the next day to vacate. If the property is not your main place of residence then the Buyer takes possession at the date and time that settlement is effected and you must completely vacate the property
- You must also make sure you have contacted your insurer. Please note that the property continues to be at your risk until the date and time of possession or settlement.
- If the sale price is over \$750,000 you must provide an ATO Clearance Certificate or the Buyer's settlement agent can withhold 12.5% of the sale price at settlement– contact Neo for further information.