

# Conveyancing Checklist

BUYING PROPERTY



## Finalise finances

- Get pre-approval from the bank to know how much you can borrow

## Securing the sale

- Engage [www.westgateconveyancing.com.au](http://www.westgateconveyancing.com.au) to help with all the legal work
- Arrange a building and pest inspection of the property
- Complete our buyer's questionnaire and sign the agreement
- Your conveyancer can review the contract and draft any special conditions for you

## Getting your new home

### Conveyancing Starter Pack

- Receive Conveyancing Starter Pack
- Complete and sign Conveyancing Starter Pack by required due date
- Return to your lawyer/conveyancer/settlement agent

### Prepare for Settlement

- Finalise your finances
- Send us copies of documents you've received from the seller or agent
- Make sure you have 100 points of verification ready (e.g. passport, drivers license, birth certificate)

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### Prepare for Settlement

- Get verification of identity
- Insure the property
- Stamp duty payment (your paralegal will advise what is required in your state)
- Arrange a pre-settlement inspection
- Pay conveyancing invoice
- Simplify your move. With a range of services, utilities and providers – head to Property Helper to get started today

### Settlement day

- Your lender transfers money owed to the seller
- Conveyancer confirms settlement have taken place
- Agent gives you the keys to your new house
- Contact your bank to request a copy of the registration confirmation statement to certify the official transfer of the property to your name

**You're done.  
Congratulations!**

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