



SETTLEMENT FLOWCHART - SELLER	
Personalised Settlements	You
1. Prior to Signing Contract	
<ul style="list-style-type: none"> If selling privately we can review the contract before you sign If you expect to sell above \$750,000 apply for a Clearance Certificate and forward copy to us. Details of the legislation can be found here: https://www.ato.gov.au/FRCGW You can apply for a Clearance Certificate here: https://www.ato.gov.au/FRWT_Certificate.aspx 	<ul style="list-style-type: none"> Choose the best settlement agent (not the cheapest). Advise Real Estate Agent of your choice of Settlement Agent
2. Receipt of Contract	
<ul style="list-style-type: none"> Advise buyer's agent we are acting on your behalf Diarise and follow-up finance approval 	<ul style="list-style-type: none"> Ensure property complies with RCD & Smoke Alarm regulations www.commerce.wa.gov.au/energysafety/rcd-fact-sheet www.commerce.wa.gov.au/publications/smoke-alarm-laws
3. After Finance Approval	
<ul style="list-style-type: none"> Search property title and check any encumbrances. Obtain payouts figures and arrange discharge of any debts/encumbrances on the property. Forward Transfer document and settlement statement and forward to you for signing 	<ul style="list-style-type: none"> Forward Certificate of Title to Personalised Settlements (if applicable) Advise your Bank and sign any required discharge instructions Sign Transfer in the presence of an acceptable witness. Produce original/current Drivers Licence & Passport to our office or Australia Post outlet: http://www.landgate.wa.gov.au/corporate.nsf/web/Verification+of+Identity Arrange satisfaction of any conditions for which you are responsible (i.e. repairs) Arrange removalist (if applicable) – remember if property you are living in property you can stay until noon the following day. If vacant/tenanted buyers are entitled to possession immediately after settlement Arrange handover of keys with real estate agent. Request disconnection of services – Telephone, Synergy 131353 & Alinta 131358 Prepare to move (refer to our Mover's Checklist)
4. Week Prior to Settlement	
<ul style="list-style-type: none"> Liaise with your Bank/Broker to ensure they are ready for settlement Make adjustments to shire/water rates, strata levies and water consumption. Book settlement with your Bank and buyer's agent 	<ul style="list-style-type: none"> Advise us of where you want any surplus funds to go
5. Settlement	
<ul style="list-style-type: none"> Attend settlement Disburse surplus funds as per your instructions (post cheque or credit account). 	<ul style="list-style-type: none"> Nothing – we've done all the hard work for you!
6. After Settlement	
<ul style="list-style-type: none"> For cash purchases lodge Transfer at Landgate. Send final correspondence 	<ul style="list-style-type: none"> Advise others of your Change of Address (refer to our Checklist) Recommend Personalised Settlements to family & friends
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