



GUIDE TO SETTLEMENT - 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 	<ul style="list-style-type: none"> Choose the best settlement agent (not the cheapest).
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"> Advise Real Estate Agent of your choice of Settlement Agent Apply for an ATO 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 Ensure property complies with RCD & Smoke Alarm regulations www.commerce.wa.gov.au/building-and-energy/rcd-fact-sheet www.commerce.wa.gov.au/publications/smoke-alarm-laws-fact-sheet
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 final settlement statement to you 	<ul style="list-style-type: none"> Advise your Bank and sign/submit a Discharge Authority Verify your identity: https://personalisedsettlements.com.au/webvoi/ 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/Internet, Synergy 131353 & Alinta 131358 Prepare to move (refer to our Mover's Checklist) http://personalisedsettlements.com.au/wp-content/uploads/2015/11/Movers-Checklist.pdf
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 settlement agent 	<ul style="list-style-type: none"> Advise us of where you want any surplus funds to go Inspect the property as if you were a Buyer. Attend to any repairs required prior to the final inspection. Does your contract contain a warranty/condition that all plumbing, electrical & gas fixtures/fittings be in good working order?
5. Settlement	
<ul style="list-style-type: none"> Arrange electronic/paper settlement Repay secured loans and/or disburse surplus funds as per your instructions 	<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"> 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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