

Contract Stage

1

Offer and Acceptance

Your real estate agent should provide you with a copy and they will send to us a copy also with their instructions, enabling LJ Hooker Settlements to start the settlement process.

2

Introductory letter

You will receive an introductory letter and Authority to Act from LJ Hooker Settlements. Please sign & return as soon as possible.

3

Identification of Sellers

All registered proprietors will be required to identify themselves. The highest category is a current Aust passport and current Aust Drivers licence within Australia. Contact your conveyancer if you do not have these forms of identification.

4

ATO Clearance Certificates

If you are selling a property valued at \$750K or over, each seller listed on the title will need to apply for a clearance certificate. Please contact us now for further instruction if you have not done so, to enable settlement to be effected without the 12.5% tax being deducted.

Settlement Process Stage

5

Settlement Tracker

You will be updated by sms & email every step of the way via a web based program known as "Settlement Tracker"

6

Contact bank and sign

If you have a mortgage on your property, please contact your Bank as soon as possible to sign the Discharge of Mortgage form.

7

Discharge of mortgage

Your settlement agent will liaise with your Bank to arrange the discharge of the mortgage. This takes approx 10 working days after you have signed the authority.

8

Conditions fulfilled

Ensure that any conditions on the O&A required to be fulfilled by the seller are undertaken by the required date - extremely important.

9

Transfer document

To be signed by you prior to settlement, after it has been signed by the buyer. If you are overseas during the course of this transaction, contact your conveyancer for witnessing instructions.

10

Pre-settlement inspection

May be undertaken by the buyer. Ensure that all items in the home are in good working order. As settlement is imminent, ensure (as you would expect in your new home) that the property is clean and all rubbish is removed.

11

New address notification

You should notify Telstra, (Aust. Post), Synergy, Alinta Gas and other service companies of your new address.

12

Final settlement statement is prepared

Detailing monies due to you with all disbursements made to the relevant authorities.

Settlement Effected Stage

13

Settlement takes place

LJ Hooker Settlements repays the mortgage & deposits the balance of funds by bank cheque into your bank account the same day (3-5 days to clear).

14

Keys

Keys must be handed in by 12 noon the following day (if occupied or as arranged with your Real Estate Agent).

15

Notification

You will be notified immediately when settlement occurs and we will inform your Real Estate Agent & forward balance of commission.

16

Confirmation of Settlement Letter

Sent to you with final statement showing adjustments of rates, taxes etc.

We hope you will use LJ Hooker Settlements for the sale or purchase of your next property.

Now we can settle
your nerves as well

LJ Hooker

LJ Hooker Settlements

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