

Settlement flowchart for Sellers

Contract Stage

1	2	3	4
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 LJH to start the settlement process.	Introductory letter You will receive an introductory letter and authority to act from LJH. Please sign and return as soon as possible. All settlements are conducted electronically on the national electronic platform.	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.	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	6	7	8
Settlement Tracker You will be updated by sms & email every step of the way via a web based program known as "Settlement Tracker"	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.	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.	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.
Important Documents Will be sent to you for signing including the Transfer of Land and the Electronic Client Authorisation. If you are overseas during the course of this transaction, contact your conveyancer for important witnessing instructions.	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 (<i>as you would expect in your new home</i>) that the property is clean and all rubbish is removed.	New address notification You should notify Telstra, Aust. Post, Synergy, Alinta Gas and other service companies of your new address.	Final settlement statement is prepared Detailing monies due to you with all disbursements made to the relevant authorities.

Settlement Effected Stage

13	14	15	16
Settlement takes place When settlement takes place electronically on the national electronic platform, LJH repays the mortgage and balance of funds are deposited into your nominated account and should appear cleared on the same business day as settlement.	Keys Keys must be handed in by 12 noon the following day (<i>if occupied or as arranged with your Real Estate Agent</i>).	Notification You will be notified immediately when settlement occurs and we will inform your Real Estate Agent & forward balance of commission.	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.