

Sellers Checklist

- As soon as the contract is unconditional, you should contact your lender to provide written authority to prepare the discharge of mortgage (Note: it can take up to 20 business days to prepare a discharge of mortgage which in turn could delay settlement).
- MGM Settlements will forward the necessary paperwork to you. Ensure the documents are signed and returned as quickly as possible.
- Advise MGM Settlements if you are going away before settlement.
- If you hold the Certificate of Title, you should forward this to MGM Settlements by secure post or hand delivery.
- Your real estate representative will contact you at least seven days prior to settlement to arrange a final inspection of the property by the buyer.
- Please ensure that the property is kept in the same condition as originally inspected and that all conditions on the contract are complied with (e.g. all electrical and gas appliances to be in good working order).
- Arrange for the electricity, gas and telephone services to be cancelled and advise these companies of your change of address. Cancel your home insurance once settlement has been effected.
- Book a removalist. You must vacate the property by 12 noon the day after settlement. If you move prior to settlement, ensure you notify MGM Settlements and your real estate representative.
- Collect all keys to the property and arrange to hand these over to your real estate representative.

Buyers Checklist

- Ensure your deposit is paid by the due date.
- Make application for finance and First Home Owner Grant (if applicable) to your finance company or mortgage broker. Ensure you notify your real estate agent and MGM Settlements immediately you have received your finance approval letter and forward a copy to them by the due date as stated on the contract.
- Check that any special conditions have been complied with by the dates specified, for example, structural building inspection, termite clearance certificate.
- Advise MGM Settlements if you are going away before settlement.
- MGM Settlements will forward the paperwork to you. Please ensure the documents are signed and returned as quickly as possible.
- Ensure your mortgage documents are signed promptly and should you be re-financing with another bank, please ensure you contact them to prepare the discharge of mortgage document. (Your lender can take up to 20 business days which can delay settlement.)
- Arrange a final inspection of the property with your real estate representative.
- Arrange house insurance and transfer of electricity, gas and telephone services.
- Arrange a removalist — possession is generally 12 noon the day following settlement.
- Arrange collection of keys from your real estate representative.

This checklist should be used as a guide only. If you are unsure of any of your obligations, please contact MGM Settlements to clarify any query you may have. Do not sign any document unless you clearly understand it.