

To keep things on track Land & Property Conveyancing Melbourne has combined the following checklist for your convenience.

Things to do BEFORE you sign

- Organise your finance
- Take the time to have a good look BEFORE you sign a contract, that way there shouldn't be any last minute surprises
- Arrange a survey or measure the land to ensure that the house and other improvements on the land are within the title boundaries
- Arrange for a building and/or pest inspection to investigate the quality of the property (If purchasing vacant land arrange soil test)
- Check with the council building department that a building permit and final approval or occupancy certificate has been issued for all structures on the land
- Check that the electricity, gas, telephone, water and sewerage have actually been connected and are working
- Make sure that all chattels (moveable items for instance dishwasher, television antenna and light fittings) included in the sale are listed in the contract

Things to do AFTER you sign

- Notify us immediately if you require an extension of the finance clause or any other special condition as per the contract
- Take out cover note to insure property
- Tentatively book removalists for settlement day
- Upon receipt of mortgage documents promptly sign and return to lender
- Promptly sign and return transfer of land and acknowledgements to our office
- Approximately one week before settlement, contact: telephony provider, electricity company and gas company to arrange change over on settlement date
- Arrange final inspection of property with real estate agent for one week prior to settlement
- Once we have confirmed settlement figures, ensure the loan amount is sufficient to cover monies required on the day of settlement, and if not arrange to deliver balance of purchase money to our office prior to settlement (BANK CHEQUES ONLY)
- Once settlement date and time has been confirmed, reconfirm date and time for removalists
- Advise us of your forwarding address (if different to the address being bought)
- Notify the following in relation to new address and contact details
 - Post office
 - Family, friends and employer
 - Banks and insurance companies (life, vehicle, general)
 - Other relevant bodies concerning credit cards, social welfare payments, subscriptions, club memberships, drivers license, tenants of investment properties
- Collect keys from agent once settlement has been finalised
- If not already done, arrange and pay for household and contents insurance