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- PROPERTY SETTLEMENTS
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In Pursuit of Excellence

#### SIGNED OFFER AND ACCEPTANCE CONTRACT

You're Offer and Acceptance Contract is completed with your real estate agent or prepared privately with the seller.

#### **BUYERS ACTION**

The original is to be forwarded directly to your nominated Settlement Agent at Empire Property Settlements

# STEP 10

#### SETTLEMENT COMPLETED

Once settlement has been completed your nominated you and also forward confirmation to your Real Estate Agent.

#### ARRANGE SETTLEMENT

Our Office will liaise with your Financial Institution to arrange a time for settlement. (At this time funds will be requested if required).

#### BUYERS ACTION

Sign to confirm you are satisfied with the final inspection and return the required form to our office to proceed with settlement.

#### **APPOINTMENT** TO ACT FORM

Your Settlement Agent will forward an Appointment to Act Form for your completion.

### **BUYERS ACTION**

You need to complete, sign and return the ORIGINAL copy of the Appointment to Act Form

# BUYERS SETTLEMENT CYCLE

This diagram shows the Buyers Settlement Cycle. This information is to simplify and explain the settlement process in order to provide maximum efficiency for your Real Estate purchase. Our aim, along with yours, is to reach Step 10 - Settlement Completed, before or on the due date of settlement and we need your help to achieve our aim. We have also enclosed the document entitled "Guide to Your Real Estate Purchase" please take the time to read through this form. Should you have any questions regarding information contained in either of these documents, please contact your Settlement Agent at Empire Property Settlements to discuss.

# FINAL INSPECTION

The final inspection is to be arranged with the Real Estate Agent and/or the Seller at least 7 days prior to settlement

#### **BUYERS ACTION**

Sign to confirm you are satisfied with the final inspection and return the required form to our office to proceed with settlement.

#### **SPECIFIC** CONDITIONS

Specific conditions including nance Approval and/or Building Report are to be completed and satisfied.

#### **BUYERS ACTION**

Provide a copy of finance approval to the Real Estate Agent and/or Settlement Agent. Confirm with our office that you have satisfied any other specific conditions

# **ORDERS & REQUISITIONS**

Information received from the council in regards to approvals/additions to the property will be sent to you for

### **BUYERS ACTION**

Please read through the information provided carefully, sign the acknowledgement and return to our office prior to settlement

# TRANSFER OF LAND

Documents including the Transfer of Land document are prepared by Empire Property Settlements.

#### **BUYERS ACTION**

These documents need to be signed by the Buyer(s) and returned to our office for processing.



#### MORTGAGE DOCUMENTS

The mortgage documents will be forwarded to you from your Financial Institution for you to sign and return.

## **BUYERS ACTION**

Sign & return your mortgage documents to your Financial Institution as your earliest convenience to enable your bank to process them for settlement, please advise our office once this has been sent.



# WHITE ANT CERTIFICATE

If required a White Ant Certificate is to be completed for the property. This is to be arranged by the Buyer or the Real Estate Agent.

#### **BUYERS ACTION**

Sign to confirm that the White Ant condition has been satisfied and forward