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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 buyer.

SELLERS ACTION

A copy is to be forwarded directly to your nominated Settlement Agent at **Empire Property Settlements.**



SETTLEMENT COMPLETED

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

APPOINTMENT TO ACT FORM

Your Settlement Agent will forward your conditional documents which include an Appointment to Act Form & Disbursement Authority for your completion.

SELLERS ACTION

You need to complete, sign and return the ORIGINAL copy of the Appointment to Act Form & Disbursement Authority to our office

RCD & SMOKE ALARMS
RCD & Smoke Alarm Declarations will be forwarded to you for completion please complete, sign and return these forms to our office along with an Electrical Safety Certificate if available.

SELLERS ACTION

Please ensure 2 RCD's & 2 Hard Wired Smoke Alarms are installed in the property and the Smoke Alarms are less than 10 years old.

SELLERS SETTLEMENT CYCLE

This diagram shows the Sellers Settlement Cycle. This information is to simplify and explain the settlement process in order to provide maximum efficiency for your Real Estate sale. Our aim, along with yours, is to reach Step 8 - 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 Sale" 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.

ARRANGE SETTLEMENT

Our Office will liaise with your Financial Institution to arrange a time for settlement.

TRANSFER OF **LAND & IDENTIFICATION**

The Transfer of Land document will be forwarded to you for signing once it is received from the Buyer(s) or Buyers' Settlement Agent.

VOI - VERIFICATION OF IDENTITY

please either arrange an appointment with our office to personally identify you with a 100 point ID Check or alternatively please take your identification eg: passport and drivers licence to an Australia Post along with the VOI form and have your identification verified by an Australia Post Officer who will forward to our office.

If you are an overseas Seller please passport and Drivers Licence personally verified by an Australian Consulate Officer and forwarded to our office

Please sign and return the Transfer of Land along with the VOI to our office prior to settlement.

SPECIFIC CONDITIONS

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

SELLERS ACTION

Follow up satisfaction of conditions with the Real Estate Agent.

DISCHARGE MORTGAGE

If available a Discharge of Mortgage form will be sent to you, please complete sign and return this form to our office.

SELLERS ACTION

If this form is not available please contact your bank to request and sign a Discharge of Mortgage Authority or forward a Duplicate of the Certificate of Title to our office for settlement