

Our role in guiding you through your sale of property

Prior to listing your property you will (Contract Preparation)

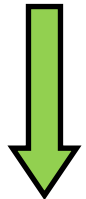
- Contact Page Conveyancing to provide instructions via phone or our online ordering system.
- Provide any documentation you may have in relation to approvals.
- Select your Real Estate agent or seek our assistance.
- Complete all documents sent to you from Page Conveyancing (Discharge, Authority to Act etc.)



Prior to listing your property Page Conveyancing will

- Order any necessary prescribed documents and searches from the relevant authorities.
- Order copies of approvals from council and/or the builder.
- Create your contract and forward to your chosen real estate agent.
- Negotiate any amendments requested by the agent or potential purchasers.

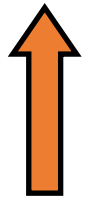
1 week



EXCHANGE—Once a purchaser has been found and you agree on a price we have you sign the contract, confirm price and inclusions along with any other conditions then proceed to locking in the sale of your property with the purchasers conveyancer.

Post exchange of contracts you will

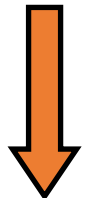
- Provide your Real Estate agent with bank details for your deposit to be paid after settlement.
- Receive and sign any documents that may be required from your mortgagee.
- Organize your removalist and disconnection of services.



Post exchange of contracts Page Conveyancing will

- Send the Discharge Authority to your mortgagee and ensure they will be ready on the day of settlement.
- Create the PEXA settlement workspace and invite all interested parties.
- Order Land Tax certificate and required clearance certificates.
- Check settlement adjustments provided by the purchasers conveyancer and attend to any outstanding rates.
- Book settlement with your mortgagee and purchasers conveyancer.
- Organize early access to the property should it be required.
- Direct the purchaser on where funds are to be paid.

4 - 6 weeks



SETTLEMENT — You will no longer be the registered owner of the property.

On the day of settlement you will

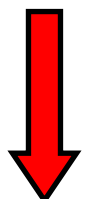
- Provide all keys, codes and remote controls to the selling agent.
- Expect settlement proceeds to show in your account roughly 2 hours after settlement completion.



On the day of settlement Page Conveyancing will

- Attend to your settlement and sign off via the PEXA platform.
- Ensure that all settlement documents are in order.
- Liaise with your bank or yourself to ensure any mortgages and or caveats have been paid and discharged.
- Advise Council, Strata Managers and the Land Titles Office of the change of ownership.
- Notify you via text that your settlement has been completed.
- Send you an electronic settlement package with all the documents and searches pertaining to your transaction.

1 Day



You will be notified by our firm via text immediately after settlement has concluded.