

# WHAT IS CONVEYANCING?

## About Conveyancing

Conveyancing is the legal process of transferring ownership of property. It includes necessary checks and searches that ensure that the seller legally owns the land, and that the buyer takes it without any unexpected encumbrances, for example an easement.

What a conveyancer does is outlined below:

### On Receipt of Contract

- i) Order Title Search & Registered Plan Search
- ii) Notify seller's solicitor that we are acting for you and send them transfer documents

### Going Unconditional

- i) They notify seller's solicitor that all conditions have been met (or arrange extensions)
- ii) Notify Agent  
After conditions are met, your contract is now unconditional

### Leading up to Settlement

- i) Order and obtain remaining searches and check all Searches
- ii) Advise you of cost of additional searches if required by your financier
- iii) Liaise with financier to ensure they are prepared for settlement
- iv) Prepare settlement figures
- v) If purchasing house or unit to live in... that you sign and have witnessed Form 2.1 (Stamp Duty Declaration) for the Office of State Revenue ASAP
- vi) Book settlement with your financier and seller's solicitor
- vii) Advise financier of cheque details for settlement

### Just Before Settlement

- i) Advise you of cheque details required for the settlement as soon as possible. Cheque details are dependant on all parties involved
- ii) This could be as late as the day of settlement

### Settlement

- i) Stamp transfer document
- ii) Attend settlement
- iii) Send final letters to confirm details of settlement (to you & agent if applicable)
- iv) Contact you and agent to confirm settlement Pay Office of State Revenue (stamp duty)

### After Settlement

- i) For cash purchases, lodge Transfer at Dept of Natural Resources
- ii) Send final letter to you with details of settlement figures and tax invoice for our account

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