

# Buying Process



**Make sure that you have Funds Available or a Home Loan Pre-Approval before investing your time and energy into finding a property you would like to buy.**

- 1) View the Property – Compulsory to view established property
- 2) If you liked the property, then ask the agent for a copy of the Contract for Sale to review.
- 3) Make a formal offer by completing an Offer to Purchase Form.
- 4) Give completed Offer to Purchase Form to the Agent – This is compulsory.
- 5) Your offer will be presented to the owner/s, and you will be informed of the outcome.
- 6) If your offer is accepted, then agent will organise the sales instructions to be sent out.
- 7) Sales Instructions will be emailed to your Solicitor and Mortgage broker or banker.
- 8) Day 2, follow up with your broker/banker for valuation – if required.
- 9) Day 3, call your solicitor to book an appointment to review and execute the contract.
- 10) Day 5, call your agent to book and conduct pre-exchange inspection of the property.
- 11) Day 6, pay required deposit to agency's trust account.
- 12) Day 7 to 8, follow up with your solicitor to exchange contracts once unconditional finance letter received from your broker/banker.
- 13) Day 9 & 10, confirm exchange of contracts with your solicitor.
- 14) **Congratulations, you have just Purchased a Property !**
- 15) Day 28 from date of exchange of contracts, conduct Pre-Settlement Inspection with the agent.
- 16) Advise your agent or your solicitor, from whom you would like to collect keys.
- 17) Day 30, once settlement is completed then collect keys after 4:30pm.
- 18) **Congratulations, you have just settled your Purchased Property !**