

The Sale Settlement Process with *Flat Rate Settlements*



STEP
01

Sign a contract

Send us a copy of your contract to get started



STEP
02

Authorise us to act for you

We'll send you a link to our online authority form. Please complete it as soon as possible.



STEP
03

Prepare for settlement

- Arrange your discharge of mortgage or locate the duplicate certificate of title
- Ensure any special conditions are completed on time
- Obtain a CGT clearance certificate if the sale price is greater than \$750k
- Make sure the property has compliant RCDs and hard-wired smoke alarms
- We'll let you know when finance is approved



STEP
04

ID check

We'll contact you to arrange your ID check



STEP
05

Settlement

We'll arrange settlement and let you and the real estate agent know when it is complete



STEP
06

After settlement

- Contact the real estate agent to arrange the handover of keys
- We'll send you a statement showing the final adjustment of rates and taxes and the payment of sale proceeds