

# 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 from the ATO (you can apply [at this link](#))
- 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