

# BUYING CHECKLIST

## Finalise your finances

Obtain pre-approval from your lender, or bank, so you know the amount you can borrow or alternatively, make sure you have these funds available when you purchase your property. Have you got a mortgage broker yet? We can help. Go to [entryfinance.com.au](https://www.entryfinance.com.au)

## Secure the sale

Engage Entry Conveyancing to do **all** the legal work, including a review of the contract. Organise a building inspection and pest inspection (if recommended). Fill out our questionnaire and sign the contract of sale. Entry will review the contract and draft any special conditions you need.

## Acquire your new home

### Conveyancing documents

First up, you'll receive the conveyancing documents from us. Next, you'll complete and sign the documents before the due date. Return the completed and signed documents to Entry Conveyancing.

### Preparing for settlement

Finalise your finances and double check with your lender that all costs are covered. Send Entry Conveyancing copies of all documents you've received from the vendor or real estate agent. Check you have 100 points of verification ready (your drivers licence, passport or birth certificate will work). Complete your verification of identity. Stamp duty payment is made (we'll advise of the amount due in your state). Arrange for your final pre-settlement inspection and arrange insurance for the property from the date it is transferred. Pay your set-fee Entry Conveyancing invoice.

### The big day: Settlement

Your lender, or bank, transfers the remainder of money owed to the vendor's representative. We confirm with you that settlement on your property has taken place. The real estate agent hands over the keys to your new property. Stamp duty payment is made (we'll advise of the amount due prior to settlement). Contact your lender, or bank, and request a copy of the registration confirmation statement to certify the official transfer of the property to your name.