

To-Do List for Buyer of Residential Property

Item	Completed ✓
1. Read our Letter, Booklet, and Contract and Property Report and call us if you have any questions or concerns, including any matters that might be excluded from our retainer that you consider might be important to you, your plans for the Property or the transaction.	<input type="checkbox"/>
2. Complete the Questionnaire and Authority and the Buyer Searches List and return them to us.	<input type="checkbox"/>
3. If you do not intend on obtaining a duty concession as a first home owner or home owner, complete the Form OSR - D2.2 and return it to us.	
4. Contact us as soon as possible if for any reason you may wish to exercise any rights (either now or in the future) that we have given you advice on.	<input type="checkbox"/>
5. Arrange insurance for the Property (See the Booklet and Questionnaire for more information).	<input type="checkbox"/>
6. Diarise all the Critical Dates noted in our Letter and ensure that you provide us with instructions before all the dates.	<input type="checkbox"/>
7. Consider whether you should consult with other professionals (such as accountant (e.g. tax or SMSF advice), financial planner, town planner, surveyor, soil tester, architect, builder or other professional).	<input type="checkbox"/>
8. Make a note of when to provide the balance funds due at settlement Due to cyber criminals frequently hacking into communications, please do not act on any communication (from us, the real estate agent or otherwise) that asks you to transfer or deposit money above \$10,000 until you telephone us and/or the apparent sender of that communication (on a known or separately verified number) to <u>read out and read back the account and BSB numbers</u> contained in the email and any instructions, to verify the authenticity of the email. You may wish to also consider checking for amounts less than this on a case by case basis..	<input type="checkbox"/>
9. Make a note of when to provide a cheque for registration fees payable to "Department of Natural Resources, Mines and Energy" for \$649.00 (if not obtaining finance).	<input type="checkbox"/>
10. Make a note to contact us at least one week prior to settlement to tell us whether we are required to collect the keys at settlement or whether you will collect them from the agent following settlement.	<input type="checkbox"/>
11. Make a note of when to provide a bank cheque for the duty payable to "Commissioner of State Revenue" for \$7,175.00.	<input type="checkbox"/>

12. Provide us with copies of any documents (including disclosure notices) given to you by the Seller or the agent (now or in the future) that we may not already have received a copy of. Any delay in providing these to us may affect rights arising in relation to them including a loss of rights if there are time limits. ☐

13. Arrange a pre-settlement inspection of the Property with the real estate agent for the morning of settlement, or as close to settlement as possible (even for vacant land). Do a thorough check of the Property, including: ☐

- that the Property is reasonably in the condition in which it was when you signed the Contract or initially inspected it ☐

- that any tenants or occupants that should have vacated have left and any tenants that are continuing are still in the Property; ☐

- that all fixtures and chattels you expect to be left are still on the Property; ☐

- whether any safety switch and fire alarms installed in the Property are as disclosed in the Contract; and ☐

- that all keys, security codes and other devices are either available from the agent or will be made available at settlement. If you would like the keys delivered to us at settlement (instead of the agent) the request must be made at least two clear business days prior to settlement, so please tell us as soon as possible. ☐

14. Contact us as soon as possible if for any reason you have any concerns or you do not wish us to attend and complete settlement on your behalf. In the absence of instructions from you raising any concerns or instructing us not to attend settlement or not to proceed to settle we will attend to these things in an effort to ensure that you do not breach your obligations under the Contract. ☐

15. After settlement, ensure that regulatory requirements are being met. For example, ensure that you arrange to have safety switches, fire alarms or pool fencing installed or made compliant with current standards. ☐