

Conveyancing Checklist



BUYING PROPERTY

Finalise finances

Get pre-approval from the bank to know how much you can borrow

Securing the sale

Engage [Conveyancing.com.au](https://www.conveyancing.com.au) to help with all the legal work

Arrange a [building and pest inspection of the property](#)

Complete our buyer's questionnaire and sign the agreement

Your conveyancer can review the contract and draft any special conditions for you

Getting your new home

Conveyancing Starter Pack

Receive Conveyancing Starter Pack

Complete and sign Conveyancing Starter Pack by required due date

Return to your lawyer/conveyancer/settlement agent

Prepare for Settlement

Finalise your finances

Send us copies of documents you've received from the seller or agent

Make sure you have 100 points of verification ready (e.g. passport, drivers license, birth certificate)

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BUYING PROPERTY

Prepare for Settlement

- Get verification of identity
- Insure the property
- Stamp duty payment (your paralegal will advise what is required in your state)
- Arrange a pre-settlement inspection
- Pay conveyancing invoice

Settlement day

- Your lender transfers money owed to the seller
- Conveyancer confirms settlement have taken place
- Agent gives you the keys to your new house
- Contact your bank to request a copy of the registration confirmation statement to certify the official transfer of the property to your name

**You're done.
Congratulations!**