

PURCHASER

Why you need a Conveyancer



Member Australian Institute of Conveyancers

306 unley road hyde park sa 5061
po box 158 unley bc sa 5061
tel 61+(0)8 8271 1123
fax 61+(0)8 8311 5243
LTO DX 58094
www.fourpoints.net.au
ABN 81 079 312 165

Before you sign talk to Fourpoints Conveyancing

Owning a home is the great Australian dream, many people now own investment properties too. Don't let the dream turn into a nightmare overlooking critical details, rushing through the paperwork or get independent, expert advice.

Always talk to an AIC member before you sign a contract or consider buying or selling. Your conveyancer will ensure you understand your rights and obligations and are fully aware of all likely fees and contracts - nobody likes surprises, especially when you've finally found your dream home.



Why Four Points Conveyancing is the Right Choice

Four Points Conveyancing commenced trading in 2006 following its owner's diverse experience in the Conveyancing and Mortgage Settlements industry. Mark Berry the Principal, is a Registered Conveyancer and has in excess of 15 years experience working with high profile Law firms in Adelaide as a Registered Conveyancer and in Sydney within the Mortgage industry. Selina Dolman as a Registered Conveyancer since 2005 brings valuable experience and expertise to Four Points Conveyancing, having worked in the industry since 1996.

As active members of the Australian Institute of Conveyancers (SA) Inc Mark and Selina have achieved the accreditation of "Certified Practising Conveyancer" (CPC). This ensures that our clients will be provided with the most up to date knowledge of the industry.

A CPC accreditation denotes a Conveyancer that has undertaken further professional development during the course of the year, ensuring skills are refreshed and updated as to the practical and legislative changes that occur. You should always ensure the Conveyancer you employ to look after one of the most important purchases or sales of your life has the Accreditation CPC to ensure you are getting the best knowledge and direction with your property dealings.

At Four Points Conveyancing, our aim is to utilise this vast knowledge, whilst retaining a "boutique" flavour catering to the individual needs of our clients. At Four Points Conveyancing you're not just a file, you're a person.

No obligation quote available at www.fourpoints.net.au



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Conveyancing is the process by which the ownership of an interest in land is transferred, or conveyed, from one person to another. Conveyancing is a complex series of tasks that require knowledge and skill. A Registered Conveyancer is a licensed person qualified to advise and prepare documents pertaining to property transactions. Below is a list of tasks required to fulfil a conveyancer's legal obligations to you under the Australian Institute of Conveyancers standards.

Basic Tasks

- Take initial instructions from Purchaser and advise Purchaser to get insurance cover immediately.
- Send Agency Authority and Authority to Act.
- Carefully peruse the contract, Form 1 and any ancillary documents.
- Ensure purchaser is getting the correct property – eg client signed plan for land or community/strata property.
- Obtain appropriate statutory searches. Check contract and Form 1 against searches. Get instructions if appropriate.
- Diarise date conditions due and settlement date.
- Consider if client needs GST or other tax, legal or professional advice and obtain instructions.
- Ascertain if there are any stamp duty concessions available to client.
- Ascertain if Purchaser is a first home buyer.
- Ascertain the manner in which joint Purchasers are to hold the Property.
- Confirm conditions of contract are fulfilled by parties by the due dates.
- Ensure that any encumbrance on the title is dealt with appropriately.
- Confirm finance arrangements with Purchaser and deal accordingly with Lender.
- Prepare Transfer and any other required documents (eg Applications).
- Send copy of Transfer to lender for preparation of Mortgage documents.
- Arrange for Purchaser to sign Transfer.
- Send Transfer to Vendor's Conveyancer for signing by Vendor.
- Chase return of Transfer for stamping.
- Confirm amount to be provided by Lender at settlement.
- Adjust rates and taxes and any community or strata levy.
- Prepare Purchaser's settlement statement.
- Do trust account reconciliation.
- Send settlement statement to Purchaser requesting balance of funds.
- Receive funds from Purchaser and bank into trust account.
- Receive cheque details from Vendor's Conveyancer.
- Book settlement with Vendor's Conveyancer and Lender and advise cheque direction.
- Stamp and certify Transfer.
- Draw bank cheques from trust account (if required) for settlement.
- Check search Certificate of Title immediately before settlement.
- Attend and complete settlement at Lands Titles Office.
- Advise Purchaser by telephone of completion of settlement.
- Send settlement confirmation letter to Purchaser.
- Send change of ownership letters to rating authorities and any community or strata corporation.
- Calculate usage from special meter reading and confirm payment of appropriate amount to SA Water to put Purchaser into credit.
- Prepare final account for fees and trust account statement and send to client.
- Check search Certificate of Title to confirm Registration of Transfer.

Occasionally a transaction involves more work than usual. Time may also be required to advise a vendor (e.g. in relation to the documentation, rights or liaising with your lender) or a transaction may involve extra tasks (e.g. Liaising with a GST expert or dealing with an encumbrance or contractual breach). In such cases, your conveyancer is entitled to charge an additional fee unless the work has been allowed for in any fee estimate.

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