

To-Do List for Buyer of Residential Property

Item	Completed ✓
1. Read our Letter, Booklet and 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 Buyer Searches List and return them to us.	<input type="checkbox"/>
3. Electronic Conveyance only -If you require us to use e-conveyancing for settlement of the transaction, a verification of identity check will require you to produce forms of identification that satisfies certain requirements. <u>Please contact us as soon as possible</u> to make arrangements to attend at our office or at the office of an authorised agent for a verification of identity check and to sign the Client Authorisation.	<input type="checkbox"/>
4. If you intend on obtaining a duty concession as a first home owner or home owner:	
<ul style="list-style-type: none"> • Check the information in the Booklet and Queensland Treasury website to see whether you are likely to meet all the relevant eligibility requirements for the concession you intend on applying for (available at Error! Hyperlink reference not valid. www.treasury.qld.gov.au); • Read, complete and return the duty concession declaration (Form OSR - D2.1) to us. 	<input type="checkbox"/>
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.	<input type="checkbox"/>
5. If you have not yet inspected the Property, arrange an inspection of the Property with the real estate agent, preferably prior to expiry of any cooling off period.	<input type="checkbox"/>
6. 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"/>
7. Arrange insurance for the Property (See the Booklet for more information).	<input type="checkbox"/>
8. If contract subject to Building and Pest - Arrange for a licensed building inspector to conduct a building inspection and a licensed pest inspector to conduct a pest inspection and to provide you with written reports. You might wish to ask the inspector to also consider the following items on the Property: <ul style="list-style-type: none"> • sewage and waste water treatment facilities; • hot water systems; • air conditioning; • lifts (if a unit); • retaining walls; • revetment walls; • cladding; and • asbestos. <p>You should forward us a copy of the written reports as soon as possible and call us to discuss them.</p>	<input type="checkbox"/>
9. If contract subject to Finance Approval - Make finance application urgently. We recommend you read all of the terms of any finance approval before accepting it. See the Booklet for more information.	<input type="checkbox"/>

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PROPERTY | COMMERCIAL | WILLS & ESTATE PLANNING | LITIGATION & DISPUTES | FAMILY LAW | WEALTH PROTECTION

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10. Diarise all the Critical Dates noted in our Letter and ensure that you provide us with instructions before all the dates.

11. 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).

12. Make a note of when to provide the balance funds due at settlement (if balance purchase price not being provided wholly by financier) and contact your financier and us to discuss the logistics of ensuring that the whole of the funds required for settlement are available.

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 read out and read back the account and BSB numbers 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.

13. If you are not obtaining funds from a bank, make a note of when to provide a cheque for registration fees payable to “Department of Natural Resources, Mines and Energy” (if not obtaining finance).

14. 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.

15. Make a note of when to provide a bank cheque for the duty payable to “Commissioner of State Revenue” for the stamp duty amount.

16. Provide copies and details of any relevant Powers of Attorney and/or trust documents (see Questionnaire for more detail).

17. Forward to us a cheque for \$550.00 for part of our anticipated professional fees, payable to “Affinity Lawyers Law Practice Trust Account”, or alternatively make a deposit to our trust account. Our trust account details are as follows:-

Affinity Lawyers Law Practice Trust Account
Westpac Banking Corporation
BSB: 034 292
Account Number: 370 374
Reference: Your surname

18. **If applicable** - Provide a copy of the building and pest inspection reports to us before the due date and tell us if you are satisfied with the reports.

19. **If applicable** - Provide a copy of the finance approval to us before the due date and tell us if you are satisfied with the terms of the approval and if you wish us to confirm with the Seller that the finance condition has been satisfied. Note: In some cases finance can be withdrawn later by your financier – see Booklet for more information.

20. 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.

21. **If obtaining finance** - Ask your bank when you will receive mortgage documents, make a note to follow-up and when mortgage documents are available, sign all mortgage documentation and give to your bank.

22. 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.

23. **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.**

24. **If obtaining finance** - Diarise to contact your bank one month after settlement to request a copy of a Registration Confirmation Statement or other confirmation that the transfer of the Property has been registered.

25. 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.

26. **If there is a pool on the property** - After settlement, ensure that the pool is registered with the Department of Housing and Public Works and that you obtain or maintain a current Pool Safety Certificate.

27. **If tenants in the property** - After settlement, ensure that you or your managing agent send a copy of the Form 5 to the Residential Tenancies Authority and a copy to the tenant

IN ADDITION FOR OFF THE PLAN PURCHASES (IF APPLICABLE):

28. Keep us informed of all information you receive regarding the progress of the development. For example, if the seller or the agent give you information regarding expected dates for completion of building work, please let us know.

29. 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.
30. **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.**
31. **If obtaining finance** - Diarise to contact your bank one month after settlement to request a copy of a Registration Confirmation Statement or other confirmation that the transfer of the Property has been registered.
32. Plan to carry out a pre-settlement inspection of the property with the seller's representative or the agent. Do a thorough check of the property, including:
- that the property is in the condition required under the contract;
 - that the property is vacant;
 - that all fixtures and chattels you expect to receive are on the property; and
 - that all keys, security codes and other devices are either available from the agent or will be made available at settlement.