

PARKVIEW LEGAL

FHB CHECKLIST

- Complete client intake form
- Send Parkview Legal's (PL) details to the agent
- Receive the Parkview Legal welcome pack
- Email PL on info@parkviewlegal.com.au confirming you agree to proceed with the instructions you have provided.
- PL will schedule a conference with you to discuss the contract of sale
- Pay balance deposit prior to exchange and send PL a copy of the deposit transfer
- Sign the contract and wait for confirmation from PL that contracts are exchanged
- Complete the client authorisation form sent to you using docusign
- Complete the WebVoi request - please ensure you provide the following: **drivers licence, passport, birth certificate/ citizenship certificate and medicare card.**
- Complete the purchaser declaration and FHB assistance scheme and return to info@parkviewlegal.com.au
- If relevant, receive your stamp duty notice of assessment
- Pay your stamp duty amount
- Arrange unconditional finance approval with your broker
- Complete your pre-settlement inspection
- Receive final figures from PL & ensure any shortfalls funds are either transferred into the settlement agents trust account or in an account that the bank has authority to draw from.
- Receive confirmation of settlement
- Celebrate!

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KEY INFORMATION