

# PARKVIEW LEGAL



## CONVEYANCING BUYERS CHECKLIST

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### ARRANGE FINANCE

- Speak to your finance provider regarding your borrowing capacity and apply for pre-approval

### BEGIN SEARCHING

- Reach out to sales agents who are listing properties you are interested in
- Reach out to Parkview Legal to review the contract of sale and help you arrange inspections, reports and negotiate terms of the contract
- Complete the client intake form on [parkviewlegal.com.au](https://parkviewlegal.com.au)

### FOUND THE ONE?

- Parkview Legal or your agent will arrange for the contract to be exchanged
- Provide your bank or broker with a copy of the exchanged contract of sale and finalise your finances to prepare for settlement
- Complete your WebVoi request and sign your client authorisation form

### SETTLEMENT

- Arrange your pre-settlement inspection
- If you are contributing funds to the purchase please inform us of the account details and authorise your bank to draw funds from that account
- Arrange services such as electricity, bins etc
- Receive confirmation of settlement and a copy of documents you should retain for your records