

Buyer Checklist

Before you buy a home or vacant residential land, it is important to be aware of a range of issues that may affect that property or, impose restrictions or obligations on you, if you buy it. Understanding the contract is just the beginning. This checklist will help you understand the conveyancing journey and know what to expect along the way. Ensuring you complete each step on this checklist will ensure your settlement runs smoothly. Remember, if you have any questions along the way, please reach out to our team.



1



Online Webform

2



Verification of Identity (VOI)

3



First Letter

4



Pre-Purchase
Inspection Report(s)

5



Finance Approval

6



Shortfall funds

With Bank & Conveyancing.com.au
Trust Account (if applicable)

MAKE SURE YOU HAVE COMPLETED EACH OF THESE STEPS

WHEN

Online Webform

Link can be found in our Welcome email – “[Click Here to get Started](#)”

ASAP

Verification of Identity (VOI)

Livesign link sent to your registered email address and mobile number

ASAP

Are you a foreign buyer?

If yes or if you are not sure, get in touch with our team ASAP.

ASAP

First Letter (OSR Forms and Trust Account Authority Form)

Documents attached in our **Important First Letter** email

ASAP

Pre-Purchase Inspection Reports (Building, Pest and/or Body Corporate) (If applicable)

At Due Date

Finance Approval (If applicable)

At Due Date

Shortfall Funds with the bank or Conveyancing.com.au Trust Account (If applicable)

2 weeks prior
to settlement

Move and connect your services

Property Helper have an ever-expanding list of Australian service providers so you can find an offer that suits you. [Click here](#) to get your obligation-free quote!

2 weeks prior
to settlement

Now you're ready for settlement!

conveyancing.com.au