

the outset we ask that you provide us with \$200.00 to cover initial outlays for such items as the zoning certificate, the drainage diagram and the title search.

Post sale and exchange

Once a sale has been successfully negotiated we will attend to all arrangements for settlement and completion of the contract. This entails negotiations with you, your lender, your agent and the purchaser's solicitor.

We notify your local council, the Valuer General and Sydney Water of the change in ownership of the property.

Your obligations once the property is sold

The sale of your property means

- Must ensure that vacant possession is available at the time and date set for settlement. You are obliged to have the property available for your purchaser to move into on that day.
- Must remove all of your personal effects and rubbish by the date of settlement.
- Leave the property in a tidy condition.
- Must keep your home insurance current until the date of settlement.



▪ Should arrange for disconnections of any utilities such as telephone, electricity and gas. We notify Sydney Water of a change in ownership.

- Should notify the post office of your change of address so that your mail may be redirected.
- Should notify the providers of any other services you may receive at the property.



A R WALMSLEY & Co SOLICITORS

Other services available

All aspects of property law ...

Compulsory acquisition

Leases

Small business & commercial law...

Contracts

Partnerships

Companies

Taxation

Debt collection

Dispute litigation

Intellectual property

Family & defacto law...

Estates & probate law...

Wills

Powers of Attorney

Guardianships

Court Appearances...

Local Government &

Environmental Law...



CNR GEORGE & DIGHT STREETS
WINDSOR 2756
PO BOX 5758
SOUTH WINDSOR 2756
TEL 4577 0100

Are you ... selling a property?

Helpful information for vendors

Preparation for your sale
Legal obligations
The contract
Essential documents
Exchange
Settlement
Obligations on completion



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Helpful information for vendors

This brief outline has been prepared to help you better understand the procedures we undertake on your behalf to protect your important investment. While in general terms, it should help reduce any uncertainties you may have.

Prior to sale

You should take this opportunity to

- Talk to your lender to obtain an indication of what you owe and what it will charge you to discharge your mortgage.
- Gather any Council approvals for work done on the property such as extensions, patios or pools.
- Ensure that your property complies with the Smoke Detector regulations.

Your legal obligations

As an owner, when you are selling your property it is essential that you comply *NSW Vendor Disclosure Regulations*.

Any person selling a residential property in this State, must have prepared a Contract for Sale, complete with all necessary disclosure documents which comply with the requirements of law regarding Vendor Disclosure.



It is illegal for a Real Estate Agent to advertise and/or sell your property without a complete contract containing all relevant certificates. Failure to comply could involve both you and the Agent being the subject of penalties up to \$4,000.

The contract

This is the legal document which evidences the sale/purchase agreement. On exchange of this document, both you and the purchaser are bound to its terms. This document should be prepared by us to ensure that your interests are protected at all times.

Essential documents

Documents which **must** be attached to your Contract

Zoning certificate
Drainage diagram
Title search and deposited plan
Home Owners Warranty certificate

In detail

- Zoning Certificate under Section 149 of the *Environmental Planning and Assessment Act 1979*. This is obtained by us from your local Council.
- Drainage diagram (where the property is connected to the sewer) which shows the position of the sewer line. In most instances this is obtained by us from Sydney Water.
- Title search of the property, which indicates any notations on title, and the deposited plan. Should your property be subject to any easements or covenants, copies of these must be disclosed in your contract. These are obtained by us from the Land and Property Information.
- Home Owners Warranty certificate if the dwelling is less than seven years old.

Other documents may be required depending on the property.

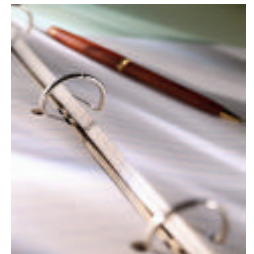
A R Walmsley & Co and your needs

Our prime concern is to provide you with a professional and friendly service designed to meet your individual needs.

Professional services

Pre sale and exchange

- Prepare the Contract for Sale of Land including obtaining all necessary certificates from statutory authorities.
- Consultation and discussion with you as to any special conditions which should form part of the contract. These may include such things as release of the deposit and settlement times. At this time we also determine the inclusions and exclusions that will form part of the sale and ensure that you are aware of your contractual obligations.
- Expedient completion of the Contract in accordance with your instructions and delivery to your nominated selling Agent.
- Provision of the essential parts of the Contract and the Special Conditions to you for your perusal and comments. Should you have any queries concerning the document we are only too happy to discuss them.



Costs

An estimate of costs and fees will be provided for you in writing. Matters which are complicated and require attention over and above the normal are charged on an hourly basis. At