

CHECKLIST

People & Organisations You May Need to Notify



GOVERNMENT AGENCIES

- Australia Post retail outlet (apply to have your mail redirected)
- Australian Electoral Commission
- ATO (Australian Tax Office, Tax returns, small business licences)
- Welfare (Centrelink, seniors card, veterans affairs etc.)
- Motor Registry for driving licenses and car registrations
- Library membership

UTILITIES

- Electricity account
- Home phone
- Mobile phone
- Gas account
- Internet / VoIP
- Pay TV

MEDICAL

- GP
- Dentist
- Private Health/Medicare

OTHER

- School / work
- Financial (financial advisor, accountant)
- Banks, credit cards and credit unions
- Ebay and Paypal
- Family and friends
- Gym memberships, store memberships and loyalty programs
- Insurance (car, house, home and contents etc)
- NRMA
- Subscriptions
- Superannuation memberships
- E-tags, tolls, mechanic
- Pet microchip registry/Veterinarian
- Landlord/Agent

A GOOD LAWYER IS A GOOD INVESTMENT



Located in the heart of Coffs Harbour

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This Practice is conducted by Lee Sames Egan Pty Ltd. ACN 151 805 800, an Incorporated Legal Practice. ABN 74 151 805 800

Liability limited by a scheme approved under Professional Standards Legislation.

Legal practitioners employed by Lee Sames Egan Pty Ltd are members of the scheme.



Helpful Information for Your PROPERTY PURCHASE



**Thank you for choosing Lee Sames Egan
to assist with your property purchase.**

This brochure contains information designed to answer questions frequently asked by our clients. You are always welcome to call us if you are unsure about anything during the process of buying your property.

WE WILL ENSURE THAT

- You are properly advised by an experienced property lawyer and kept informed of the progress of your purchase.
- All inspections, reports and searches are carried out before you sign a binding contract.
- All necessary arrangements are made for settlement which we will attend on your behalf or settle electronically on PEXA (Property Exchange Australia.)
- Council rates and water charges, and strata levies if applicable, are adjusted between seller and buyer as at the date of settlement. This simply means that the seller will be liable for these charges from the commencement of the rating period until the settlement date and you as the buyer, will be liable for these charges from the settlement date until the end of the rating period.
- The local Council, NSW Valuer-General and NSW Land Registry Services are notified of the change in ownership of the property.

YOU WILL NEED TO

- Obtain your written unconditional finance approval from your bank if you are borrowing to fund your purchase.
- Arrange payment of the deposit before or at the time of exchange of contracts.
- Arrange any building and contents insurance that you require to commence from midnight on the day before the date of settlement, ensuring that your finance provider (if any) is noted on the building insurance.
- Book a removalist and cleaner, if needed.
- Arrange connection/disconnection of the utilities (electricity, phone, internet etc) as at the settlement date, for your new property and the property that you are vacating.
- Notify organisations of your change of address (see our checklist);
- Notify organisations to arrange or cancel any direct debits that are made from your bank account/s in relation to the property you are vacating and also the property you are moving into.
- On the morning of settlement, carry out a full final inspection of the property you are purchasing and phone us to let us know that you are satisfied with the state of the property and are happy to complete the purchase.

“Your attention to detail and thoroughness throughout the negotiating period was a great ‘steady hand’ on our eagerness to ‘jump right in’ and greatly appreciated.” – Narelle

YOU CAN BE ASSURED THAT

- Our conveyancing fees are competitively priced.
- Your purchase will be handled by an experienced lawyer from our property team.
- We use the latest technology to provide you with an efficient professional service.

We can also assist you with

- Buying or selling property in Coffs Harbour or anywhere else in New South Wales no matter where you are based.
- Land and strata subdivisions.
- Selling and buying businesses.
- Commercial and retail leasing.
- Estate Planning and complex or simple Wills.
- Enduring Powers of Attorney and Appointments of Enduring Guardians.
- Your duties as an Executor.
- Applying for probate and administration of deceased estates.
- Disputing and challenging Wills.

