



# GREENHILLS CONVEYANCING

Certified Practising Conveyancers

Licensee:  
Greenhills Conveyancing Pty Ltd  
ABN 30 160 821 723  
Licence No. 05001309

Est. 2005

Licensed Conveyancers:  
Christine Jones JP - Lic No. 1318634  
Kylie Greenwood JP - Lic No. 1437321  
Ebony Draffin JP - Lic No. 05001353

## Purchaser checklist:

<input checked="" type="checkbox"/> To Do	<input checked="" type="checkbox"/> To Do
Have you arranged a pest report? (not applicable for vacant land)	Have you signed the mortgage documents?
Have you arranged a building report? (not applicable for vacant land)	Have you arranged home building insurance? (not applicable for vacant land)
Have you arranged your finance?  Have you signed the Loan Agreement?	Has a settlement date been agreed to?
Are <b>all</b> the agreed inclusions/exclusions noted in the Contract?	Have you checked the settlement figures?
Is there a survey report? If not, do you want one?	Have you inspected the property for settlement?
Do you require a building certificate? (not applicable for vacant land)	Have you authorised your conveyancer to settle?
Have you signed the Contract?  Have you been VOI'd?	Have you arranged for telephone, electricity, gas, etc. connections?
Have you paid the deposit <b>or</b> obtained a Deposit Bond?	Have you redirected your mail?
Have Contracts been exchanged?	Have you changed your address on - driver's license, registrations, insurance policies, mobile phone accounts, etc.?
Have you paid Stamp Duty <b>or</b> signed the First Home Exemption forms?	Have you told your family, friends, banks & businesses you deal with your new address, email and telephone contacts?
Has the First Home Owner's Grant been applied for?	Have you arranged to change the lock barrels to all lockable windows and doors? Have you set up a new security code to any security system?

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Winner Business Services Award – 2007, Finalists 2006, 2008 & 2010

2008 & 2010 Business Woman of the Year – 2009 Home Based Business of the Year – Hunter Region Business Excellence Awards