



# GREENHILLS CONVEYANCING

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

Licensed Property Conveyancers  
Est. 2005

Licensed Conveyancer and Principal:  
Christine Jones JP - Lic No. 1318634

## Purchasing a Property

- Have you provided completed your verification of identity with your conveyancer
- Have you arranged an appointment to go through the contract
- Have you arranged your finance / do you have loan approval
- Have you/we arranged a pest report (not applicable to vacant land)
- Have you/we arranged a building report (not applicable to vacant land)
- Is there a survey report? If not, do you want one?
- Have you discussed Title Insurance and do you want it? <https://www.stewartau.com/>
- Have you signed the contract
- Have you paid the deposit or obtained a Deposit Bond  
<https://www.depositassure.com.au/>

## Exchange

- Have the contracts been exchanged
- Have you paid Stamp Duty or signed the First Home Exemption forms
- Have you signed the mortgage/ loan documents/loan agreement
- Has a settlement date been agreed to
- Have you checked the settlement figures

## Settlement & Moving

- Have you inspected the property for settlement. See final inspection check list
- Have you organized a removalist truck
- You should consider changing the locks on any door or windows (another party other than the vendor may be in possession of the keys to the dwelling)
- Have you set up any direct debits for water, council and other payments relating to the property
- Have you redirected your mail
- Have you arranged for telephone, electricity, gas, internet, foxtel connections, etc
- Have you cancelled or transferred your house and contents insurance

## Changing your Address

Have you changed your address on your:

- Licenses
- Registration
- Insurance policies eg car, house & contents, bike, boat, caravan, life, etc.
- Mobile phone accounts
- Centrelink – pension, invalid, family allowance etc.
- Bank, building society, credit union finance company, credit card companies
- Super funds
- Schools, universities or TAFE
- Electoral Role
- Any hire purchase or rental companies
- Your accountant, broker or financial adviser, solicitor
- Your employer
- Your doctor and dentist
- Medicare and/or any private health funds
- Social & sporting clubs
- Subscription companies for magazines
- Cancel any deliveries, newspaper, milk, green grocer
- Any pets that are micro-chipped