



FIRST HOME BUYERS CHECKLIST

- Ask the Agent for a copy of the Vendor's Statement.
- Have a Conveyancer peruse the Vendor's Statement prior to submitting an offer.
- Ensure the Contract of Sale is subject to:
 - Loan Approval – minimum 14 days
 - Building Inspection Report – minimum 7 days
 - Pest Inspection Report – minimum 7 days.
- Provide your Broker with a copy of the Contract of Sale.
- Engage a Building Inspector upon your offer being accepted.
- Engage a Pest Inspector upon your offer being accepted.
- Provide all requirements to your Broker as soon as requested.
- Provide your Conveyancer with details of your Broker.
- Attend to payment of deposit on due date.
- Return all signed documentation to your Broker or Conveyancer promptly.
- Arrange final inspection with the Selling Agent for the week before settlement.
- Keep your Conveyancer and Broker advised of any changes in circumstances.
- Advise your Conveyancer and Broker of any agreed change to settlement date
- Arrange connection of telephone, gas and electricity.

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